

PD LOG #	Requested Items	To Do Date	To Do Status
12-22145	Requesting any classes she may have attended, medical, UA's while on supervision, behavioral, history of treatment.		Initial
12-22146	Policies 390.580 690.400 840.100 350.210 630.590 800.005 390.570 800.020	10/29/2012	Waiting-Someone else
12-22147	1. Any/all records related to the revision of the Offender Health Plan (OHP) on 11/12/10. 2. Any/all records related to the amendment of WAC 137-91-010 in 2010.	12/6/2012	Other
12-22148			Initial
12-22149			Initial
12-22150	Any/all records regarding the field file (probation file) for Omar Tammam, #898275.	11/30/2012	Initial
12-22151	Disclosure of the following records pertaining to Scott Ford (Davis), DOC #767937 1. Family, Social & employment history 2. Payment Records Criminal Records 3. Criminal Records 4. Individual Assessments 5. School, education and training Also- Health/mental health/CD records		Other
12-22152	copies of Judgment and Sentences for all of his convictions		Initial
12-22153			Initial
12-22154	Trust account statements from 06/01/12 to 07/31/12.		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22167	Jensen	Ted	Offender	903680	10/1/2012	DOC CRCC PDU	memo from 8/28/12 titled "cassette tape for dispositions" from Superint. Uttecht, OM dated 9/12/12 Policy 590.000, and all memos and CRCC policy changes relating to legal library		0 New	Out of Unit			
12-22168	Hinds	Brady	DOC Staff		10/1/2012	Skewis, Erin K. (DOC)	all emails from Lori Wonders and Brenda Murphy with his name and the enjoiment process and who was enjoined.	11/9/2012	3 Closed	In Unit	68	68	30
12-22169	Schauer	Josh	Offender	310436	10/1/2012	DOC CBCC PDU	discovery for case # 12-1-00166	10/3/2012	3 Closed	Out of Unit	0	0	0.25
12-22170	Quintana	Joseph	Offender	957908	10/1/2012	Schave, Gaylene R. (DOC)	policy showing how multiple facilities have implemented DOC 700.000 work programs	10/23/2012	3 Closed	In Unit			1
12-22171	Anello	Mark	Offender	357691	10/1/2012	DOC LCC PDU	J&S	10/29/2012	3 Closed	Out of Unit			
12-22172	Lozada	Bonney	Provider	795823	10/1/2012	Siverts, Jacqueline L. (DOC)	Ronald Williams 795823 GED records	10/15/2012	3 Closed	In Unit			1
12-22173	Bickle	Paul	Offender	743245	10/1/2012	DOC WCC PDU	i/m status report from 2004 for cause # 04-1-0101-0 from 10/2004-5/5/08		0 New	Out of Unit			
12-22174	Hamilton	Charles	Attorney	871131	10/1/2012		Joshua Butler 871131 entirety of i/m records generated from 1/1/09-present including electronically-generated material	3/27/2013	3 Closed	In Unit	598	0	9.5
12-22175	Hunter	Patrick	Offender	357954	10/1/2012	DOC CRCC PDU	case history and other info about his case		0 New	Out of Unit			
12-22176	Jerrels	Harvey	Offender	937938	10/1/2012	Pernula, Theresa L. 'Terry' (DOC)	original statutory warranty deed from 6/11/96 and anything associated with #714 infraction and incident	12/31/2012	3 Closed	In Unit	13	13	3.25
12-22177	Ros	Pallee	Offender	855425	10/1/2012	DOC MCC PDU	ID docs		0 New	Out of Unit			
12-22178	Nicolaysen	Travis	Offender	878579	10/1/2012	Schave, Gaylene R. (DOC)	packout matrix from WCC on 7/5/12 and any other matrix and all store items purchased since 6/13/12	11/14/2012	3 Closed	In Unit	6		2

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22167		No							Ted Jensen	
12-22168		No		14.00					Brady Hinds	
12-22169		No		0.25					Josh Schauer	
12-22170		No							Joseph Quintana	
12-22171		No							Mark Anello	
12-22172		No		1.00			Achieve Consulting Team, Inc.		Bonney Lozada	
12-22173		No							Paul Bickle	
12-22174		Yes		9.50			Law Office of Charles S. Hamilton		Charles Hamilton	OHR-16564, CD-3077
12-22175		No							Patrick Hunter	
12-22176		No							Harvey Jerrels	10-12-12 RS to SCCC by 10-24 rcv'd 10-5
12-22177		No							Pallee Ros	
12-22178		No							Travis Nicolaysen	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22167		10/8/2012			2012-10	10/8/2012		
12-22168	10/2/2012	10/8/2012		E-Mail	2012-10	11/28/2012		
12-22169	10/2/2012	10/8/2012			2012-10	10/8/2012		
12-22170	10/2/2012	10/8/2012			2012-10			
12-22171		10/8/2012			2012-10	10/8/2012		
12-22172	10/2/2012	10/8/2012			2012-10	11/15/2012		
12-22173		10/8/2012			2012-10	10/8/2012		
12-22174	10/2/2012	10/8/2012			2012-10	1/7/2013	\$ -	
12-22175		10/8/2012			2012-10	10/8/2012		
12-22176	10/5/2012	10/8/2012		Photocopy	2012-10	12/31/2012	\$ 3.90	12/26/2012
12-22177		10/8/2012			2012-10	10/8/2012		
12-22178	10/2/2012	10/8/2012			2012-10			

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22167			
12-22168	<p>10/2/12 - Emailed int; Next Due 11/28/12 RS sent to CRCC</p> <p>11/7/12 - Emailed Lori @ CRCC RE investigation that she sent enjoinder packets on...what was the official outcome?</p> <p>Also, emailed requester I am working on your most recent request and need some clarification from you.</p> <p>You requested "all email communications containing your name sent or received from/to Lori Wondes and Brenda Murphy;" I am going through hundreds of pages of email/emails that various CRCC staff forwarded to Ms. Wondes or Ms. Murphy because they were responsive to your first PDU request (PDU-20962). For example, a CRCC counselor sent an email to Ms. Wondes that contains 15 attachments because those were responsive to PDU-20962. Do you want a list of these types of attachments, even though they are emails/emails that were originally sent to/from Ms. Wondes or Ms. Murphy? I hope this makes sense. Please let me know if you have any questions!</p> <p>11/8/12 - Rec'd word from requester that "he does not want the attachments if he rec'd them in the first PDU request"</p> <p>11/9/12 - Rec'd records from CRCC that were provided in 20962 so I could compare the attachments to make sure he received them all. They were all provided in 20962 therefore, I will only be providing the actual emails to/from Lori and or Brenda (not all attachments)</p> <p>Emailed 68 pages to requester for items one and two, with denial and final letter.</p>	5.00	25.00
12-22169	Final letter sent, no documents found in his CF or on Liberty.	0.25	
12-22170	<p>10/2/12 sent clarification, records regarding himself or all offenders requester was looking for records that showed when staff complied with implementing with policy. I explained that staff don't sign anything to show they complied. I didn't think there would be anything responsive.</p> <p>10/22/12 requester decided to close request. Request is now closed.</p>		1.00
12-22171	<p>Sent routing slip to Records department, due back on 10/11/12 10 pages of responsive documents were received from the records department. Cost letter was sent out on 1/4/12. Payment received in Business Office, final letter with responsive documents sent 10/29/12.</p>		
12-22172	<p>1. Received initial request 10-01-12 2. Ordered archived files 10-02-12 3. Sent letter 10-02-12 4. Final letter sent. No records. 10-15-12</p>		1.00
12-22173			
12-22174	<p>10/2/12 Mailed initial letter & asked for clarification. Sent routing slip to pdc. Requested archive file. 11/20/12 Routed WSP for central file 12/5/12 Posted 1st installment on 2nd eyes 12/6/12 Mailed cost letter. 3/27/13 - Administratively closed. No payment received.</p>	3.50	6.00
12-22175			
12-22176	<p><u>2012</u> 10-5 mailed initial response 11-28 mailed cost letter for 13 pgs / \$3.90 12-26-12 rcv'd pmt of \$3.90 12-31 mailed final letter & 13 pgs</p> <p>HOURS: 1.25 + 2.0 SCCC CLOSED</p> <p><u>2012</u> Oct. - 0.5 +2.0 SCCC Nov. - 0.5 Dec. - 0.25</p>	2.00	1.25
12-22177			
12-22178	<p>11/14/12 \$ letter sent</p> <p>No payment received; Administratively closed</p>	1.00	1.00

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12-22167			Initial
12-22168	<p>1. All email communications containing your name, to include sent or received, from Lori Wonders and Brenda Murphy.</p> <p>2. All records from Lori Wonders and Brenda Murphy that show who, when and what method was used (i.e. email, memo, etc.) to notify the individuals that were on your original public disclosure list (RE PDU-20962) and anyone whom may have been notified.</p>		Initial
12-22169		10/12/2012	Initial
12-22170	a copy of records that show how Washington State Penitentiary, Monroe Correctional Complex, Stafford Creek Corrections Center, Airway Heights Corrections Center, and Clallam Bay Corrections Center has implemented policy 700.000 Work Programs for offenders working in Correctional Industries with over 7 years on the job.		Initial
12-22171			Initial
12-22172	GED paperwork for Ronald Williams #795823		Initial
12-22173			Initial
12-22174	<p>1. Mr. Joshua Butler's, DOC #871131, inmate records from January 1, 2009 to October 1, 2012; including any electronically-generated material.</p> <p>2. Copies of Mr. Butler's medical records.</p>	1/7/2013	Initial
12-22175			Initial
12-22176	A copy of the original Statutory Warranty Deed that was taken from him on June 11, 1996, as well as all records associated with the 714 infraction he received pertaining to the same incident.		Initial
12-22177			Initial
12-22178	copy of your property matrix from Shelton from July 5, 2012 and any other matrix and a printout of all store items you have purchased since June 13, 2012.		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22179	Mirka	Josh	Offender	760732	10/1/2012	Peterson, Terrina D. (DOC)	phone records from 10/2011 using pin 66107667, chronos from 4/15-17/2009, and discovery used against him on current charge	11/1/2012	3 Closed	In Unit	50		
12-22180	Parham	Cephas	Offender	739747	10/1/2012	Pernula, Theresa L. 'Terry' (DOC)	PDU-17012 and DOSA revoke	10/25/2012	3 Closed	In Unit	22	22	3
12-22181	Bockman	Kay	Citizen	280254	10/1/2012	Shamberg, Virginia B. (DOC)	Richard Butts 280254 FF, CF, Liberty, OMNI, and disciplinary records	1/14/2013	3 Closed	In Unit	331	331	
12-22182	Rowan	Shannon	Provider	895217	10/1/2012	DOC SRCJC PDU	Aaron Anderson 895217 probation records	10/23/2012	3 Closed	Out of Unit	166	166	
12-22183	Morgan	David	Provider	996519	10/1/2012	DOC SRCJC PDU	Jerry Mask 996519 J&S, PSI, police reports, and polygraphs		1 Open/In-Progress	Out of Unit			
12-22184	Young	Rick	Offender	233966	10/2/2012	Skewis, Erin K. (DOC)	any doc. @ WCC with his name, DOC # and mentions "medication", "mental health", "mental health treatment", "suicide" or transfer since 1/1/12		3 Closed	In Unit	92	76	
12-22185	Francis	Shawn	Offender	749717	10/2/2012	Peterson, Terrina D. (DOC)	PDU-21917 extend date to 10/3/12	10/8/2013	3 Closed	In Unit	1310	1310	

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12-22179		No							Josh Mirka	
12-22180		No							Cephas Parham	
12-22181		No					Bockman Investigations		Kay Bockman	OHR-16578, CD-3082
12-22182		Yes					Greater Lake Mental Healthcare		Shannon Rowan	OHR-16579
12-22183		Yes							David Morgan	OHR-16580
12-22184		No							Rick Young	OHR-16581
12-22185		No		0.25					Shawn Francis	

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12-22179	10/2/2012	10/8/2012			2012-10	11/30/2012	\$ 12.50	
12-22180	10/5/2012	10/8/2012			2012-10	10/31/2012	\$ 5.90	10/19/2012
12-22181	10/8/2012	10/8/2012		Photocopy	2012-10	1/23/2013	\$ 73.05	12/31/2013
12-22182	10/2/2012	10/8/2012			2012-10	10/8/2012		
12-22183	10/8/2012	10/8/2012			2012-10	10/8/2012		
12-22184	10/8/2012	10/9/2012		Photocopy	2012-10		\$ 18.30	12/24/2012
12-22185	12/10/2012	10/9/2012		Compact Disk	2012-10	9/2/2013	\$ 1.71	9/26/2013

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22179	<p>10/02/2012 Initial Response; offered 2 pages for item 2routing for item 110/8/12Re-routed to Thrasher. 10/16/2012rec'd documents from Thrasher. 11/1/12Sent Cost letter 12/19/12No response/paymentFile Closed</p>		
12-22180	<p>2012 10-5 mailed intial / cost letter for 22 pgs / \$5.90 10-19 rcv'd pmt of \$5.90 10-25 mailed final letter & 22 pages</p> <p>HOURS: 3.25 CLOSED 2012 Oct. - 3.25</p>		3.00
12-22181	<p>After reviewing Mr. Butts CF seems as though he was married to a Evelyn Rudisel of Longview and had one son, so in this case i will need to get the consent from the son before records are release to Mr. Butts brother. 10/17/2012 Letter sent .</p> <p>12/19/2012 Cost letter sent, still in the process of having OMNI Screens printed. 1/3/2013 Cost letter sent for OMNI screens/96 Pages..Once \$ is received denial will need to be done for OMNI screens.</p> <p>1/14/2013 Received payment will send CD with OMNI screens and Denial.</p>		4.00
12-22182	Assigned to Tierra		3.00
12-22183	Assigned to JaDean Privette		
12-22184	<p>10/8/12 - Mailed int; Next Due 12/10/12 RS To WCC Emailed Dan White for records</p> <p>11/29/12 - Mailed #1 \$ (76 pgs)</p> <p>12/24/12 - Rec'd #1 payment; Mailed records, denial and letter; Next Due 2/26/13</p> <p>2/14/13 - Mailed #2 \$ letter (16 pgs)</p> <p>2/26/13 - Asked WCC to do 2nd search.</p> <p>11/13/13 - ALL CORRESPONDENCE AND RECORDS PLACED IN REQUESTS FOLDER (W / DRIVE) AND ARE WAITING FOR SUPPORT STAFF TO PLACE ON TO CDS</p>		
12-22185	<p>10/3/12 initial responserouting for items 2 & 412/4-5/13 - 16review 1st install 12/10/12 1Cost letter mailed (832pgs) 1/3/13 .5letter rec'd stating that a check was enclosed. no check rec'd. letter to requestor. 1/9/13 .25letter returned from facility (I didn't put DOC# on envelope) resent letter. 2/20/13 - 2Denial formrecords sent (832 pgs 1 disk) 4/16/13 - 4Review/prepare 2nd install 4/17/13 - 4review/prepare 2nd installCost letter (366 pgs)Emailed parts to J for security review 6/5/13 - 1Denial FormRecords mailed 8/2/133rd install cost letter 9/26/13 -Final installment mailed 10/8 - mailed another CD per requestor notifying us last one was broken when he received it.. M. Williams .25</p>		

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12-22179	1. A list of all phone numbers dialed using pin number 66107667 2. Copies of chronos between April 15, 2009 and April 17, 2009 3. Copies of discovery used against you on your current charges.	11/30/2012	Other
12-22180	1. Documentation showing the identity of the person who contacted law enforcement which led to your arrest 2. Oral statements/summary of witness statements 3. Probable Cause Statement 4. DOSA Revoke		Initial
12-22181	You have requested disclosure of the following regarding Richard Blaine Butts DOCH 280254 to include copies of the following chemical dependency, mental health, medical, liberty, complete central file copy and OMNI reports.		Initial
12-22182			Initial
12-22183			Initial
12-22184	1. Any document at Washington Corrections Center (WCC) which has your name and DOC number and mentions "medication", "mental health treatment", "suicide", or "transfer" from January 1, 2012 to October 2, 2012 (date your request was received)		Initial
12-22185	1. All emails regarding offender health care sent by and received by Steve Hammond (Chief Medical Officer) from September 7, 2012 until October 2, 2012(the date your request was received). 2. All inter-agency bulletins, memos, facsimiles and letters regarding offender health care created or authored by Steve Hammond (Chief Medical Officer) from September 7, 2012 until October 2, 2012(the date your request was received). 3. All emails regarding offender health care sent by and received by Dr. J. David Kenney from January 1, 2010 until September 7, 2012. 4. All inter-agency bulletins, memos, facsimiles and letters regarding offender health care created or authored by Dr. J. David Kenney from September 7, 2012 until October 2, 2012(the date your request was received). All items as they relate to the Offender Health Care Plan; offender health care as a general topic; any information referencing the difference between medically necessary care and medical care that is unnecessary; and lastly records related to the care of Shawn Francis.	10/24/2012	Waiting Someone else

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22186	Matthews	Brian	Offender	796769	10/2/2012	Shamberg, Virginia B. (DOC)	CI pick list summary report for MO #35844 as stamped "completed"	1/25/2013	3 Closed	In Unit	8		
12-22187	Matthews	Brian	Offender	796769	10/2/2012	Shamberg, Virginia B. (DOC)	CI pick list summary report for MO #31238 as stamped "completed"		3 Closed	In Unit	4		
12-22188	Matthews	Brian	Offender	796769	10/2/2012	Shamberg, Virginia B. (DOC)	CI pick list summary report for MO #30681 as stamped "completed"	1/25/2013	3 Closed	In Unit	1		
12-22189	Matthews	Brian	Offender	796769	10/2/2012	Shamberg, Virginia B. (DOC)	CI pick list summary report for MO #30682 as stamped "completed"		3 Closed	In Unit	1		
12-22190	Piliponis	Shawn	DOC Staff		10/2/2012	Pernula, Theresa L. 'Terry' (DOC)	all emails to/from, land line phone records/blackberry for mult. people from 3/30/12-now, all docs for applicants for CUS position @ LCC	2/6/2013	3 Closed	In Unit	166	0	28.5

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22186		No							Brian Matthews	
12-22187		No							Brian Matthews	
12-22188		No							Brian Matthews	
12-22189		No							Brian Matthews	
12-22190		No							Shawn Piliponis	<p>10-4-12 e-mail to J & D re e-mails 10-16-12 another e-mail to J & D 10-16-12 RS to the following by 11-9 10-25 cancelled RS LCC 10-24 e-mail of clarification to LCC rcv'd H. Boe rcv'd 10-22 no rcrds S. Jones rcv'd C. Vanderhule rcv'd 10-22 needs scanned 11-5-12 rcv'd K. Hopper's resp rcrds on CD 11-21-12 rcv'd rcrds from WCCW (Caldwell)</p> <p>1-13-13 close if no response rcv'd</p> <p>REVIEW RECORDS</p>

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12-22186	10/8/2012	10/9/2012			2012-10	12/20/2012	\$ 2.50	
12-22187	10/8/2012	10/9/2012			2012-10	12/6/2012	\$ 1.24	
12-22188	10/8/2012	10/9/2012			2012-10	12/20/2012	\$ 0.64	
12-22189	10/8/2012	10/9/2012			2012-10	12/20/2012	\$ 0.64	
12-22190	10/8/2012	10/9/2012			2012-10	2/28/2013		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22186	<p>Reviewed with Jamie she suggested that i ask if there is a signed copy of the responsive records that were received from SCCC.</p> <p>Spoke with Sheri Izatt/no signed copy. 12/3/2012 Reviewed with Jamie she suggested that we let Mr. Matthews no that we do not have signed copies but print outs of the orders. 12/03/2012 Cost letter sent.</p> <p>Appeal was sent by Mr. Matthews to Barb Parry. 1/25/2013 received final letter from Barb closing interest in this case/no responsive records to provide.</p> <p>CLOSED.</p>	1.00	1.25
12-22187	<p>Reviewed with Jamie she suggested that i ask if there is a signed copy of the responsive records that were received from SCCC.</p> <p>Spoke with Sheri Izatt/no signed copy. 12/3/2012 Reviewed with Jamie she suggested that we let Mr. Matthews no that we do not have signed copies but print outs of the orders. 12/03/2012 Cost letter sent.</p> <p>Appeal was sent by Mr. Matthews to Barb Parry. 1/25/2013 received final letter from Barb closing interest in this case/no responsive records to provide.</p> <p>CLOSED.</p>	1.00	
12-22188	<p>Reviewed with Jamie she suggested that i ask if there is a signed copy of the responsive records that were received from SCCC.</p> <p>Spoke with Sheri Izatt/no signed copy. 12/3/2012 Reviewed with Jamie she suggested that we let Mr. Matthews no that we do not have signed copies but print outs of the orders. 12/03/2012 Cost letter sent.</p> <p>Appeal received scanned copies to Barb Parry/her final response to Mr. Matthews sent 1/25/2013.</p> <p>CLOSED</p>	1.50	1.25
12-22189	<p>Reviewed with Jamie she suggested that i ask if there is a signed copy of the responsive records that were received from SCCC.</p> <p>Spoke with Sheri Izatt/no signed copy. 12/3/2012 Reviewed with Jamie she suggested that we let Mr. Matthews no that we do not have signed copies but print outs of the orders. 12/03/2012 Cost letter sent.</p> <p>Appeal sent into Barb Parry. 1/25/2013 case closed/no responsive documents.</p>	1.00	1.25
12-22190	<p>2012 10-8 mailed initial response 10-24 rcv'd clarificatoin 10-30 mailed response to clarification 11-29 mailed enjojment to 8 staff 12-13 mailed cost letter for 1st inst. of 166 pgs / \$38.50 12-31 rcv'd e-mail from requestor</p> <p>2013 1-7 mailed response to e-mail of 12-31 2-1 rcv'd e-mail - no longer needs records 2-6 responded to e-mail of 2-1</p> <p>HOURS: 24.5 + 4.0 WCCW CLOSED 2012 Oct. - 4.5 Nov. - 18.25 + 4.0 WCCW Dec. - 1.0 2013 Jan. - 0.5 Feb. - 0.25</p>	4.00	24.50

PD LOG #	Requested Items	To Do Date	To Do Status
12-22186	Pick list summary report for Manufacturing.		Initial
12-22187	Pick list summary report.		Initial
12-22188			Initial
12-22189	Pick list summary.		Initial
12-22190	<p>1. All e-mails sent to or from Karen Hopper, Alan Wickizer, Supt. E. Vernell, CPM M. Hines, CUS M. Albert, CUS W. Anderson, CS3 B. Barge, Donna Haley, and Earl Wright as well as those sent to Lt. B. Greene dated 3/30/12 to the date of your request, 10/2/12.</p> <p>2. All land line phone records / blackberry data usage sent or received from or to Karen Hopper, Alan Wickizer, Supt. E. Vernell, CPM M. Hines, CUS M. Albert, CUS W. Anderson, CS3 B. Barge, Donna Haley, and Earl Wright as well as those sent to Lt. B. Greene dated 3/30/12 to the date of your request, 10/2/12.</p> <p>3. Records of any phone call made to [REDACTED] by anyone involved with the CUS interview process with a closing date of 8/3/12 and the LCC CC2 interview process with a closing date of 9/7/12. I interpret the CUS position to also be at LCC.</p> <p>4. All documentation for applicants for the LCC CC2 position which closed 9/7/12 to include but not be limited to resumes, applications, professional/personal references, professional/personal letters of recommendation, and college transcripts, as well as the scoring sheets and notes from the interviewers.</p> <p>5. All documentation for applicants for the LCC CUS position which closed 8/3/12 to include but not be limited to resumes, applications, professional/personal references, professional/personal letters of recommendation, and verified college transcripts, as well as the scoring sheets and notes from the interviewers.</p>		Initial

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12-22200	Young	Rick	Offender	233966	10/3/2012	Skewis, Erin K. (DOC)	i/m pay records for 6-9/2012 for WCC groundkeepers, visiting room porters, and WCC cedar unit porters	3/22/2013	3 Closed	In Unit	116	116	
12-22201	Rude	Daniel	Offender	799342	10/3/2012	DOC CCCC PDU	J&S		2 Waiting	Out of Unit	88		3
12-22202	Emter	David	Offender	883568	10/3/2012	DOC WSP PDU	police reports for cause #'s 11-1-01003-9 and 11-1-00884-1		0 New	Out of Unit			
12-22203	Simms	Daniel	Offender	795743	10/3/2012	DOC CRCC PDU	ID card, SS card, birth certificate, and son's birth certificate		0 New	Out of Unit			
12-22204	Whitford	Sherry	Offender	891247	10/3/2012	DOC WCCW PDU	all docs on 2009 502 infraction		3 Closed	Out of Unit	80	80	12.6
12-22205	Whitford	Sherry	Offender	891247	10/3/2012	DOC WCCW PDU	J&S for cause #s 05-1-05438-9, 05-1-05336-6, and 08-1-01730-5		3 Closed	Out of Unit	40		1.8
12-22206	Villa	Cruz	Offender	876942	10/3/2012	DOC CRCC PDU	criminal history and J&S		0 New	Out of Unit			
12-22207	Arneson	Shelley	Other Government Ag	871946	10/3/2012	DOC SRCJC PDU	Jeremiah Gibson 871946 requirements and restrictions, supervision questions	10/5/2012	3 Closed	Out of Unit	2	2	
12-22208	Fenwick	Teresa	Citizen	844018	10/3/2012	DOC SCCC PDU	Thomas Fenwick 844018 CF		0 New	Out of Unit			
12-22209	Faulkner	Clarence	Offender	842107	10/3/2012	Terrell, Paula L. (DOC)	his CRCC commissary receipts from 7/1/09-7/1/10, i/m store order form/price list, and purchase order and invoice for blank cassette tapes	6/6/2013	3 Closed	In Unit			9

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22200		No		8.00					Rick Young	
12-22201		No		0.50					Daniel Rude	
12-22202		No							David Emter	
12-22203		No							Daniel Simms	
12-22204		No		5.80					Sherry Whitford	OHR-16599 Sent indigent cost letter to offender 10/24/12 and sent to Denise for second eyes 11/21/12 sent CD to 3rd party with a copy of final letters to offender.
12-22205		No							Sherry Whitford	11/2/12 sent cost letter 8/27/13 Admin Closure-Non Payment
12-22206		No							Cruz Villa	
12-22207		No					CA DSHS		Shelley Arneson	
12-22208		No							Teresa Fenwick	
12-22209		No		2.00					Clarence Faulkner	11/8/12 PD file placed in bin to be filed in PD file room. No port done. 12/21/12 file placed in bin to be filed. 2/7/13 file is on Paula's desk

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22200	10/8/2012	10/10/2012		Photocopy	2012-10		\$ 28.42	3/22/2013
12-22201		10/10/2012		Photocopy	2012-10	10/10/2012	\$ 22.50	
12-22202		10/10/2012			2012-10	10/10/2012		
12-22203		10/10/2012			2012-10	10/10/2012		
12-22204	10/10/2012	10/10/2012		Compact Disk	2012-10	11/19/2012	\$ 1.69	11/8/2012
12-22205	10/10/2012	10/10/2012			2012-10	10/29/2012		
12-22206		10/10/2012			2012-10	10/10/2012		
12-22207	10/4/2012	10/10/2012			2012-10	10/10/2012		
12-22208		10/10/2012			2012-10	10/10/2012		
12-22209	10/10/2012	10/10/2012			2012-10	6/6/2013		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22200	<p>10/8/12 - Mailed int; Next Due 12/10/12 RS to WCC</p> <p>11/19/12 - Rec'd ltr from requester stating that due to his xfer, he doesnt have his boxes of legal/PDU work. Asked if I sent any \$ letters, etc. I mailed response and gave him table of OPEN and WAITING requests he has.</p> <p>11/29/12 - Mailed \$ letter - 49 pgs</p> <p>12/24/12 - Rec'd payment; mailed records</p> <p>1/7/13 - Rec'd letter from requester. He believes there are addtl records responsive. We will do another search. Also, he wants names of all staff that handled or gathered records for this request. I emailed Debra Dobson for names that helped her gather. Once I hear from her I will respond to requester. My response to his letter is due Friday</p> <p>1/8/13 - Mailed letter to requester; STating we'd do another search; Next Due 2/28/13 WCC provided addtl records; I went thru the new docs from WCC and nearly half were duplicates. I compared the new records to the 1st install and removed all dups from the new records.</p> <p>2/28/13 - Mailed #2 \$ letter to requester (67 pgs) 3/20/13 - Recd payment 3/22/13 - mailed 67 pgs (not previously provided); Final letter</p>		20.00
12-22201	<p>10/03/15 Requested J&S from Records 10/09/12 cost letter sent PM</p>	2.50	
12-22202			
12-22203			
12-22204	<p>11/14/12 received kite from offender asking to send her cd to 3rd party</p>	3.30	4.50
12-22205		0.80	1.00
12-22206			
12-22207	Assigned to Levy Vidal		2.00
12-22208			
12-22209	<p>RS to CRCC No records</p> <p>\$\$Cost letter due 11/16/12\$\$</p> <p>11/8/12 closure letter mailed</p> <p>**Per the appeal, an additional search for records has been ordered****</p> <p>RS sent to CI Per the work flow, no records. CRCC per workflow, it indicates doc sent to me on 2/13/13. Records received and placed in Outlook. Business Office Received and saved in Outlook.</p> <p>\$\$Due date for cost letter is 2/7/13\$\$ 2/7/13 sent email to CRCC as they did not respond to the 2nd search for records. Due to this an extension letter was sent with the letter being approved by JG. I originally set the next due date in four business days JG recommend I push the due date out further, therefore, I extended the due date 22 business days. **See two emails from CRCC--ensure either there is or is not responsive records \$\$New due date for cost letter regarding 2nd search for records is 3/12/13\$\$ 3/12/13 JG approved cost letter (cost given for both a CD and hard copies)which is for 10 additional records located as a result of the second search. I mailed this date</p> <p>Number of Pages 10 x .20 \$2.00 Postage +</p>	1.50	

PD LOG #	Requested Items	To Do Date	To Do Status
12-22200	1. Records showing inmate wages/gratuities paid for the months of June, July, August and September 2012 for the following jobs WCC Groundskeepers, WCC Visiting Room Porters , and WCC Cedar Unit Porters. You also state that you believe there are at least three groundskeepers (classified as groundskeepers I and groundskeepers II), two Visiting Room Porters and approximately ten Cedar Unit Porters. You clarified that you are looking for pay sheets, pay records and any other document that shows what each inmate was paid for the listed months. Finally, you clarified that you want records showing how many hours were worked and the wages/gratuities for those hours worked.		Initial
12-22201	A copy of my J & S		Initial
12-22202			Initial
12-22203			Initial
12-22204			Initial
12-22205			Initial
12-22206			Initial
12-22207			Initial
12-22208			Initial
12-22209	1. A copy of your Department of Corrections (DOC) Coyote Ridge Corrections Center (CRCC) Commissary purchases receipts for the time frame of 7/1/2009 through 7/1/2010; 2. A copy of the CRCC store (inmate commissary) order form showing the available items and prices for each of the printings and updates from 7/1/2009 through 7/1/2010; 3. A copy of the DOC CRCC store purchase order and invoice for the store's purchase of the offered blank cassette tapes.		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22210	Powell	Ronald	Offender	785239	10/3/2012	Terrell, Paula L. (DOC)	public records		3 Closed	In Unit			
12-22211	Saling	Ian	Attorney	882881	10/3/2012	Schave, Gaylene R. (DOC)	Jason Parker 882881 CF and ISRB file		3 Closed	In Unit	847	262	10.5
12-22212	Davis	Charlotte	Offender	973895	10/3/2012	Siverts, Jacqueline L. (DOC)	J&S	11/27/2012	3 Closed	In Unit	17	17	2
12-22213	Laverty	Darren	Citizen		10/3/2012	Terrell, Paula L. (DOC)	the winning proposal for DOC's digital media program currently being offered and the RFP issued	11/9/2012	3 Closed	In Unit	70	70	5
12-22214	Hailey	Oddie	Other Government Ag	776718	10/3/2012	Skewis, Erin K. (DOC)	Ramiro Chavez 776718 CF; gang activity, enemies, discipline, escapes, and arsons etc.	11/9/2012	3 Closed	In Unit	195	195	

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22210		No		2.00					Ronald Powell	If no response is received on or before 11/10/12, request can be closed. Request closed due to no response giving clarification. File placed in bin to be filed in PD file room.
12-22211		Yes					Law Office of Amy Muth		Ian Saling	OHR-16608 1. Copied ISRB file to compact disc and sending disc to PDU on 10-11-12 Robin Riley
12-22212		No		2.00					Charlotte Davis	
12-22213		No		2.00			Core Systems		Darren Lavery	Records from 20158 and 18568 11/9/12 PD file placed in bin to be filed in PD file room.
12-22214		No					CA DOC		Oddie Hailey	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22210	10/10/2012	10/10/2012			2012-10	10/10/2012		
12-22211	10/8/2012	10/10/2012		Compact Disk	2012-10		\$ 1.69	2/8/2013
12-22212	10/4/2012	10/10/2012		E-Mail	2012-10	11/28/2012		
12-22213		10/10/2012		E-Mail	2012-10	11/28/2012		
12-22214	10/4/2012	10/10/2012		E-Mail	2012-10			

PD LOG #	PD Actions	PDC Hours	PDS Hours
	<p>\$1.12 Total Cost</p> <p>\$3.12</p> <p>CD, actual cost \$0.79 x 1 \$0.79 Postage + \$0.92 Total Cost</p> <p>\$1.71 4/24/13 JG approved final letter for installment #1 and ensured the records where in the envelope. Mailed letter and records this date. \$\$Cost letter for installment #2 is due 6/6/13\$\$ ***Note the responsive records are located within the PD file. JG approved cost letter for inst #2, which was mailed on 6/6/13</p> <p>CD, actual cost \$0.79 x 1 \$0.79 Postage + \$0.92 Total Cost</p> <p>\$1.71 The records have been reviewed and there are no redactions. ***6/6/13 Lori of CRCC is checking on the documentation for the cassette tapes that were ordered. 6/17/13 received letter from requestor canceling this request.</p>		
12-22210	ini and clarification letter mailed.		
12-22211	<p>1/14/13 \$ letter sent via email 2/11/13 sent CD; working on 2nd installment 5/7/13 emailed cost letter for CD 5/13/13 sent CD 7/25/13 sent \$ email for 3rd and final installment 10/14/13 Administrativley closed due to non payment</p>	0.50	10.00
12-22212	<p>1. Request received. 10-03-12 2. J&S for King County sent vi e-mail along with initial letter. Archived central file ordered for Snohomish county cause. 10-04-12 3. Final letter and J&S for Snohomish County casue 941006333 sent to requestor. 11-27-12</p>		2.00
12-22213	<p>RS to Contracts Received and saved in ADOBE</p> <p>\$\$Cost letter due 11/28/12\$\$</p> <p>11/9/12 emailed records, along with closure letter.</p>	1.00	2.00
12-22214	<p>10/4/12 - Emailed int, 1st install and denial. NExt Due 11/28/12 Requested archived CF RS to PREA - NO RECORDS RS to I&I - No records</p> <p>11/9/12 - Emailed 2nd install (88 pgs) w/ denial and final letter</p>		

PD LOG #	Requested Items	To Do Date	To Do Status
12-22210	1. ".....request public records to the department public records."		Initial
12-22211	Any and all records in central file for offender Jason Parker #882881		Initial
12-22212	A copy of Judgment and Sentence.		Initial
12-22213	1. A copy of the winning proposal and RFP for the digital media program currently in use in the DOC prisons.		Initial
12-22214	<p>related to Ramiro Chavez, DOC #776718. Specifically, you are interested in copies of records related to his behavior during his incarceration in Washington State.</p> <p>We will gather the following records related to Mr. Chavez</p> <ol style="list-style-type: none"> 1. Central/Prison file, - 2ns Install 2. OMNI (electronic database) file, 1st Installment 3. Investigations & Intelligence (I&I) records - No Records 4. Security Threat Group (STG) records - No Records 5. Liberty File (Electronic Records system) 1st Installment 6. Prison Rape Elimination Act (PREA) file/investigations - No Records 7. Disciplinary records - in CF (2nd install) 		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22215	Thompson	Terron	Offender	761978	10/3/2012	Pernula, Theresa L. 'Terry' (DOC)	all info regarding policies, procedures, rules, and manuals for training CCD	12/10/2012	3 Closed	In Unit	221		6.25
12-22216	Thompson	Terron	Offender	761978	10/3/2012	Pernula, Theresa L. 'Terry' (DOC)	any/all docs that have to do with him.	12/19/2012	3 Closed	In Unit	238		7
12-22217	Henderson	Alissa	Attorney	933225	10/3/2012	Peterson, Terrina D. (DOC)	Danny Alston 933225 CF and SO evals	2/25/2013	3 Closed	In Unit	359	202	
12-22218	Othon	Guillermo	Offender	830583	10/3/2012	Siverts, Jacqueline L. (DOC)	all ad-seg paperwork from 8/6/12-9/20/12	11/20/2012	3 Closed	In Unit	8		2
12-22219	White Eagle	Jeremy	Offender	954646	10/3/2012	Schave, Gaylene R. (DOC)	any/all records regarding CI purchasing Halal meat and policies and procedures on handling it	1/7/2013	3 Closed	In Unit	934	956	20
12-22220	Budisavljevic	Lisa	Other Government Ag	841172	10/3/2012	Siverts, Jacqueline L. (DOC)	Garry Gray 841172 FF items	10/9/2012	3 Closed	In Unit			1
12-22221	Spire	Linda	Offender	335514	10/3/2012		all emails regarding her from 1/1/10-present from Dr. Gage, Dr. Ranier, Dr. Kelly, Mr. Mauss, Beatrice Ahangarzedah, and Sonja Stenberg	7/16/2013	3 Closed	In Unit	86	0	7.75
12-22222	Edlund	Ruth	Attorney	854199	10/3/2012		Michael Ikerd 854199 ISRB file items	10/10/2012	3 Closed	In Unit	3	3	1
12-22223	Jennings	Steven	Offender	727504	10/3/2012	Peterson, Terrina D. (DOC)	all recordings from his disciplinary infraction hearing on 6/13/11 @ SCCC	12/4/2012	3 Closed	In Unit			
12-22224	Carter	Ernest	Offender	746316	10/3/2012	Garland, Kari A. (DOC)	policy 400.280 from 1/2002 and grievances he filed from 1/4/02-6/2/02	10/10/2012	3 Closed	In Unit	12	0	2

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22215		No							Terron Thompson	10-4-12 RS to Policy by 10-25 rcv'd 10-15 10-17-18 RS to B. Wilson by 11-9 rcv'd 1-1-13 close if no response rcv'd
12-22216		No							Terron Thompson	10-17-12 RS to SRCJC by 11-9 rcv'd 10-19 & 24 10-17-12 RS to H. Boe by 11-9 rcv'd 10-17-12 RS to T. Thrasher by 11-9 rcv'd 1-19-13 close if no response rcv'd REVIEW RECORDS
12-22217		No					The Meryhew Law Group		Alissa Henderson	OHR-16609, CD-3089
12-22218		No		2.00					Guillermo Othon	
12-22219		No							Jeremy White Eagle	
12-22220		No		1.00			CO Courts Probation Dept.		Lisa Budisavljevic	
12-22221		No		6.75					Linda Spire	
12-22222		No					Wechsler Becker		Ruth Edlund	Robin Riley Sent copy of statement to Jamie Gerken via e-mail on 10-10-12.
12-22223		No							Steven Jennings	
12-22224		No		2.00					Ernest Carter	Printed grievance from Liberty and Policies.

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22215	10/10/2012	10/10/2012			2012-10	12/31/2012		
12-22216	10/10/2012	10/10/2012			2012-10	12/31/2012		
12-22217	10/4/2012	10/10/2012		Compact Disk	2012-10	3/26/2013	\$ 1.71	12/31/2012
12-22218	10/4/2012	10/10/2012		Photocopy	2012-10	12/20/2012		
12-22219	10/8/2012	10/10/2012		Compact Disk	2012-10		\$ 1.71	7/5/2013
12-22220	10/9/2012	10/10/2012			2012-10	10/10/2012		
12-22221	10/4/2012	10/10/2012			2012-10	12/26/2012	\$ -	
12-22222	10/10/2012	10/10/2012			2012-10			
12-22223	10/4/2012	10/10/2012			2012-10	11/5/2012		
12-22224	10/10/2012	10/10/2012			2012-10		\$ -	

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22215	<p>2012 10-10 mailed initial response / clarification 10-15 rcv'd clarification 10-22 mailed response to letter of 10-15 12-10 mailed cost letter for 1st inst. of 221 pgs / \$50.25</p> <p>HOURS: 6.25 CLOSED 2012 Oct. - 1.5 + 4.0 policy Dec. - 0.75</p>		6.25
12-22216	<p>2012 10-10 mailed initial response/clarification 10-15 rcv'd letter of clarification 10-22 mailed response to letter of 10-15 12-19 mailed cost letter for 1st inst. of 238 pgs / \$53.65</p> <p>HOURS: 7.0 CLOSED 2012 Oct. - 1.75 Dec. - 5.25</p>		7.00
12-22217	<p>10/04/12 Initial responseordered field and central files10/8/12Files rec'd and on task Q to be scanned 12/11/12Cost Letter sent for 1st install (FF) 1/3/12 1.5Payment rec'd (12/31/12)Denial complete/records mailed 2/12/13 - 3reviewing 2nd install 2/25/13 - 2Denial 2nd installCost letter 2nd install (359pgs) 3/14/13 - .50payment rec'dRecords Mailed (1 disk, 359pgs)</p>		
12-22218	<p>1. Initial request received. 10-03-12 2. Request routed to WSP PDU dut 10-25-12. 10-04-12 3. Initial letter sent. 10-04-12 4. Cost letter sent. 11-20-12</p>	0.25	1.75
12-22219	<p>1/7/13 offered 1st installment 600 pages 2/1/13 rec'd letter from Jennifer Gist asking for CD cost or by email and that all future installments be sent to her Jennifer Gist Civil Right Coordinator 9594 First Avenue NE, Suite 272 Seattle, WA 98115 2/19/13 sent 1st installment 5/14/13 \$ for 2nd install. 7/9/13 sent CD last installment; added 22 pages to disk.</p>	12.00	8.00
12-22220	<p>1. Received request 10-03-12 2. Sent for archived field file 10-03-12. 3. Received field file 10-03-12 4. Sent letter no records responsive 10-09-12.</p>		1.00
12-22221	<p>10/4/12 Emailed initial letterRouted routing slip to pdc12/10/12Mailed cost letter. 3/27/13-Mailed 2nd cost letter. 7/16/13-Administratively closed.</p>	5.50	1.25
12-22222	<p>10/4/12 routed to ISRB for copy of statment 10/10/12 emailed records. CLOSED</p>	0.25	
12-22223	<p>10/4/12 Initial Response/Cost Letter for audioRouting for transcripts.10/8/12NO transcription of the recordings 11/6/12no response/paymentrequest closed 12/4/12Payment Rec'd CD Mailed</p>		
12-22224	<p>10/10/12 Mailed int 5-day response combined with \$ cost letter for 12 pages responsive docs (12 pgs/\$3.55) 12/24/13 Request closed due to non payment</p> <p>REQUEST CLOSED - PDU Folder to file room bin</p>	0.00	2.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-22215	1. Policies & procedure for Comm. Corr. & Comm Corr. Officers dated 1/1/10-10/4/12 2. Policies, procedures & manuals for training – Clarification required - <i>trng rcrds of K. Rongen as well as doc. of trng rqrd for al employees who perform same duties as him</i> 3. Policies, procedures of Comm. Corr. Division & the rules & policies the Comm. Corr. officers are required to follow – <i>Resp. rcrds same as no.1</i>		Initial
12-22216	All information DOC has on him. Liberty, OMNI, CF, FF, I & I, PREA		Initial
12-22217	1. Complete copy of the Central File 2. Complete copy of the Field File 3. Chemical Dependency file (CD-3089) 4. Mental Health Information (OHR-16609)	10/25/2012	Review
12-22218	A copy of all administrative paperwork from August 6, 2012 to September 20, 2012.		Initial
12-22219	1. All records documenting any and all purchases made by Correctional Industries (CI) of Halal meats and meat products, including information about quantity, company name and location, and frequency of purchases. 2. Any and all records documenting the Halal certificate received for this/these vendor(s) of Halal meats and meat products. 3. Any and all policies or procedures guiding the preparation and kitchen staff limiting the likelihood of cross-contamination, using the appropriately marked meats and meat products for different meal lines, and ensuring each meal line receives the meat and meat products specified by their particular diets. 4. Any other documents, policies, procedures, memorandums, or email correspondence relating to the purchase, shipment, and preparation of Halal meats, and meat products for all DOC facilities.		Initial
12-22220	1. Dates incarcerated in jail for Garry Gray #841172. 2. If Mr. Gray complied with jail rules. 3. Any infractions or sanctions		Initial
12-22221	1. All emails regarding Linda Spire #335514 from 1/1/2010 through 10/3/2012, from Dr. Bruce Gage, Dr. Karie Rainer, Dr. Edward Kelly, Kevin Mauss, Beatriz Ahangarzadeh, and Sonja Stenberg.	12/26/2012	Other
12-22222	the statement dated 4/22/2009 by Virginia Katsaros submitted to the Indeterminate Sentence Review Board for Michael Ikerd's revocation hearing conducted 5/1/2009 and 6/17/2009.		Initial
12-22223	1. All transcripts, cassette tape recordings, compact disk recordings, or any other similar recordings of the disciplinary infraction hearing conducted on June 13, 2011 regarding inmate Steven Jennings (#727504) at Stafford Creek Corrections Center.	10/18/2012	Waiting-Someone else
12-22224			Other

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22225	McKee	Jeffrey	Offender	882819	10/3/2012	Terrell, Paula L. (DOC)	emails associated to 10/19/09-7/8/08 "POD RESTRICTION"	7/2/2013	3 Closed	In Unit	48	48	8.5
12-22226	Devon	Jon	Offender	772952	10/3/2012	Schave, Gaylene R. (DOC)	all agreements between DOC and US Postal Service, Fed Ex ground service, and UPS		3 Closed	In Unit	39		4.5
12-22227	Cress	Teddy	Offender	947738	10/3/2012	Peterson, Terrina D. (DOC)	info on MCC SOU and TRU	10/4/2012	3 Closed	In Unit	0	0	1
12-22228	Hargrove	Thomas	Offender	775412	10/3/2012	Shamberg, Virginia B. (DOC)	records regarding tv rental program at each facility	2/20/2013	3 Closed	In Unit	31		
12-22229	Lynch	Michael	Offender	779877	10/3/2012	Peterson, Terrina D. (DOC)	SOTP successful completion letter	10/10/2012	3 Closed	In Unit	3	3	
12-22230	James	Michael	Attorney	mult.	10/3/2012	Skewis, Erin K. (DOC)	dates of incarceration and STG listings for Clark Johnson 923271 and Rollin Smith 329802	11/28/2012	3 Closed	In Unit	23	23	14

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22225		No		2.00					Jeffrey McKee	7/18/13 file placed in bin to be filed in PD file room. No port done.
12-22226		No							Jon Devon	
12-22227		No		1.00					Teddy Cress	
12-22228		No							Thomas Hargrove	
12-22229		No		2.00					Michael Lynch	
12-22230		No		4.00			Fox Investigations, Blue Star		Michael James	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22225	10/10/2012	10/10/2012		Compact Disk	2012-10	5/14/2013	\$ 1.71	6/19/2013
12-22226	10/8/2012	10/10/2012			2012-10			
12-22227	10/4/2012	10/10/2012			2012-10	11/5/2012	\$ -	
12-22228	10/10/2012	10/10/2012			2012-10	12/19/2012	\$ 8.10	
12-22229	10/4/2012	10/10/2012			2012-10	11/1/2012		
12-22230	10/9/2012	10/10/2012		E-Mail	2012-10			

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22225	<p>11/27/12 placed on vault search task que a request to pull vaulted e-mails. Due date is 12/18/12.</p> <p>11/27/12 sent letter to requestor asking him to validate the yellow highlighted emails are the ones he is requesting. Gave 15 days, if no response told him these are the emails we will search and gather.</p> <p>12/5/12 received ltr confirming the highlighted e-mail list I sent him are the e-mails he wants.</p> <p>\$\$Cost letter due 12/5/12\$\$</p> <p>12/5/12 Sent extension letter and also acknowledged he's confirmation.</p> <p>12/7/12 vault search approved.</p> <p>\$\$New due date for cost letter is 1/17/13\$\$</p> <p>1/17/13 extension mailed</p> <p>\$\$New due date for cost letter is 2/21/13\$\$</p> <p>2/21/13 extension letter mailed.</p> <p>\$\$New due date for cost letter is 4/12/13\$\$</p> <p>4/12/13 JG approved extension letter which was mailed by KG in my absence.</p> <p>\$\$New due date for cost letter is 5/14/13\$\$</p> <p>5/14/13 JG approved cost letter which was mailed this date</p>	2.00	4.50
	<p>CD, actual cost</p> <p>\$0.79 x 1</p> <p>\$0.79</p> <p>Postage</p> <p>+</p> <p>\$0.92</p> <p>Total Cost</p> <p>\$1.71</p> <p>7/2/13 records mailed to third party (CI) and final to requestor this date.</p>		
12-22226	<p>12/28/12 \$ letter sent</p> <p>1/15/13 rec'd a letter from requester; i explained the documents responsive, offered what I received; gave DES website. Waiting for payment.</p> <p>10/14/13 Administrativley closed due to non payment</p>	2.50	2.00
12-22227	<p>10/04/12 clarification letter/records unidentifiable.11/6/12No response from requestor... Request closed</p>		1.00
12-22228	<p>LCC-no responsive documents.</p> <p>CCCC-Received</p> <p>WSP-Received.</p> <p>MCC-Received.</p> <p>OCC-Received</p> <p>CRCC-Received.</p> <p>12/13/2012 Cost letter sent.</p> <p>2/14/2013 received letter from Mr. Hargrove asking that the responsive documents be placed on CD.</p> <p>2/20/2013 cost letter sent.</p> <p>CLOSED/PAST 30 DAYS</p>		4.00
12-22229	<p>10/4/12 Initial responseRequested FF10/10/12Sent Final emailno treatment letter, only the final progress note from provider.</p>		
12-22230	<p>10/9/12 - Emailed int; Next Due 11/29/12</p> <p>Pulled records from OMNI and placed on 2nd Eyes task Q</p> <p>Denise completed reveiw</p> <p>11/28/12 -emailed records to requester w/ final letter</p>	0.00	7.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-22225	1. The email communications as identified in the Declaration of Paula Terrell attached to Defendant's Motion to Show Cause in McKee v. WDOC Franklin County Superior Court Cause #12-2-50391-8. You describe this document as a computer screen image of several email entries between 2006 and 2010. You are requesting the emails associated to the 10/19/2006 through 7/8/2008 "in folder POD restriction."		Initial
12-22226			Initial
12-22227	Information about MCC/SOU Information about MCC/TRU Records unidentifiable.	11/5/2012	Other
12-22228	You have requested disclosure of all information pertaining to the TV rental program at the following Institutions CCCC; AHCC; CBCC; CRCC; LCC; MCCCW; OCC; MCC; WCCW; SCCC; WSP and WCC. (What timeframes are you seeking and does this include TV offender rental payments as well) MCCCW - No Documents WCC-Responsive records Oct 22, 2012 received clarification letter.. He is asking Between 1/1/2010 to current date and does not require offender rental payments. 10/29/2012 Response sent with timeframe.		Initial
12-22229	Community SOTP completion letter		Review
12-22230			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22231	Meyers	Kate	Attorney	819506	10/3/2012	DOC SRCJC PDU	Jason Romero 819506 chronos from 7/1/10-9/1/10	10/4/2012	3 Closed	Out of Unit	6	6	6
12-22232	Hull	Heidi	Other Government Ag	769022	10/3/2012	Siverts, Jacqueline L. (DOC)	Ginger Washington 769022 photo	10/9/2012	3 Closed	In Unit	1	1	1
12-22233	Barton	JD	Offender	867165	10/4/2012	Pernula, Theresa L. 'Terry' (DOC)	any/all incoming/outgoing mail for himself & Matthew Silva 957176 copied by WSP mailroom, chain of custody records, kites and kiosk messages from Silva and emails about them and Joshua Wilson	1/9/2013	3 Closed	In Unit	19		5.5
12-22234	Barton	JD	Offender	867165	10/4/2012	Pernula, Theresa L. 'Terry' (DOC)	any/all records for staff being disciplined from WSP, CRCC, CBCC, SCCC, WCC, AHCC, WCCW, Cannonview CCW, PLCC, and any DOC halfway housing facility	10/19/2013	3 Closed	In Unit			7.75
12-22235	Beliz	Moses	Offender	952567	10/4/2012	Peterson, Terrina D. (DOC)	any/all records regarding sepratee from food service manager Joe Williamson from SCCC	10/4/2012	3 Closed	In Unit			
12-22236	Nordlund	Frank	Offender	912173	10/4/2012		any/all records produced by certain staff about himself and water damages to his belongings and his fall	1/25/2013	3 Closed	In Unit	590	584	18.25
12-22237	Storlie	Brandon	Offender	312170	10/4/2012	Williams, Jennifer J. (DOC)	ESR file	11/1/2012	2 Waiting	Out of Unit	146		
12-22238	Matter	Bernard	Offender	959319	10/4/2012	Shamberg, Virginia B. (DOC)	all records regarding DOC protocol for TX of Hepatitis C						
								3 Closed	In Unit	14			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22231		No					King Co. Prosecuting Attorney's Office		Kate Meyers	
12-22232		No		1.00			DOL		Heidi Hull	
12-22233		No							JD Barton	10-8-12 RS/e-mail to WSP by 11-5 extnd'd to 12-1 rcv'd 11-27 no rcrds 10-8-12 RS/e-mail to HQ IT by 11-5 rcv'd 10-22 10-19 e-mails to WSP & IT 12-5-12 RS to WSP for additional rcrds by 6-28 rcv'd 2-9-13 close if no response rcv'd REVIEW RECORDS - 14 pgs so far + envelopes
12-22234		No							JD Barton	10-8-12 RS to WSP by 11-5 rcv'd CANCELLED 10-8-12 RS/e-mail to H. Boe by 11-5 rcv'd CANCELLED 10-18-12 RS to the following by 11-19 CANCELLED 10-25 H. Boe - rcv'd B. Schubach - rcv'd 10-19 WSP, MCC, CRCC, CBCC, SCCC, WCC, AHCC, WCCW 11-19-12 close if no response rcv'd
12-22235		No		0.50					Moses Beliz	Alan Parmalee's handwriting
12-22236		No		18.75					Frank Nordlund	
12-22237		No		2.00					Brandon Storlie	
12-22238		No							Bernard Matter	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22231	10/4/2012	10/10/2012			2012-10	10/10/2012		
12-22232	10/9/2012	10/10/2012			2012-10	10/10/2012		
12-22233	10/10/2012	10/11/2012			2012-10	1/31/2013		
12-22234	10/10/2012	10/11/2012			2012-10	10/31/2012		
12-22235	10/4/2012	10/11/2012			2012-10			
12-22236	10/5/2012	10/11/2012		Photocopy	2012-10	12/26/2012	\$ 127.00	1/17/2013
12-22237	10/5/2012	10/11/2012			2012-10	10/11/2012	\$ 34.85	
12-22238	10/11/2012	10/11/2012			2012-10	11/15/2012	\$ 3.90	

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22231	Assigned to Lorie Price		0.20
12-22232	1. Initial request received. 10-03-12 2. Final e-mail sent with document 10-090-12.		1.00
	<p>2012 10-10 mailed initial response 10-16 rcv'd clarification by phone from Deb Naylor 10-19 mailed response to clarification 10-23 mailed response to clarification 1-9 mailed cost letter for 1st inst. of 19 pgs on CD / \$1.69</p> <p>HOURS: 5.5 CLOSED 2012 Oct. - 2.5 Nov. - 0.25 Dec. - 0.25 2013 Jan. - 2.5</p>		
12-22233			5.50
	<p>2012 10-10 mailed initial response/clairification 10-16 rcv'd clarification by phone from Deb Naylor 10-19 mailed response to clarification adn requested additional clarification re timeframe</p> <p>HOURS: 7.75 CLOSED 2012 Oct. - 2.75 Dec. - 5.0</p>		
12-22234	ENJOINMENT to be mailed by 12-14 ACTUAL DUE DATE 1-9		7.75
12-22235	10/04/12 Checked OMNI Prohibited Placement/Offender separation screens.... None related to Joe WilliamsonSent letter closing request		
	10/5/12 Mailed initial letterEmailed routing slip to pdc's11/30/12Noted responsive docs on 2nd eyes. 12/11/12Mailed extention letter 12/26/12Mailed cost letter 1/25/13 Mailed responsive docs. Closed.		
12-22236		11.00	7.75
12-22237	10/5/2012 - 5 day letter went out noting a response within 20 business days (11/2/12)...rdebower 11/1/2012 - Cost letter went out...rdebower		
12-22238	<p>Spoke with policy unit and will be sending a workflow to SCCC for records regarding protocol for treatment of Hepatitis C. Received additional letter dated October 8, 2012 from Mr. Matter stating that he is indigent and has no money to pay for records. 10/10/2012 Sent a follow letter to Mr. Matters regarding above. \$ 10/17/2012 Sent cost letter/will add \$ and pgs. provided on reporting log when payment is received.</p> <p>11/26/2012 New cost letter sent regarding PDU-22238.</p> <p>12/20/2012 RECEIVED LETTER ASKING THAT RESPONSIVE DOCUMENTS BE EMAILED AS ATTACHMENT TO HIS DAUGHTER KATHERINE ANDREW/came back as undeliverable. Will leave another message today 1/17/2013 at the # Mr. Matthew provided.</p> <p>CLOSING INTEREST/PAST 30 DAYS.</p>		

PD LOG #	Requested Items	To Do Date	To Do Status
12-22231			Initial
12-22232	Copy of photograph of Ginger Lynn Washington #769022.		Initial
12-22233	<p>1. Any & all incoming & outgoing mail for JD Jones Barton, #867165 that has been photocopied by the WSP mailroom photocopy machines fr. 1/2012 to 10/4/12- WSP - envelopes only</p> <p>2. Any & all incoming & outgoing mail for JD Jones Barton, #867165 that has been forwarded by WSP mailroom to WSP I & I Unit fr. 1/2012 to 10/4/12 - WSP - NO RCRDS</p> <p>3. Any & all chain of custody records, e-mails, etc. of the WSP mailroom transferring the incoming & outgoing mail outside of the WSP mailroom for JD Jones Barton, #867165. - WSP clarification <i>provide time frame for which you want records gathered. 9/1/12 - 10/10/12?</i></p> <p>4. Any & all incoming & outgoing mail for M. Silva. #957176 clarification <i>provide identifiable info for M. Silva. #957176</i></p> <p>5. Any & all WSP kites & kiosk messages fr. M. Silva sent to & responded to by Sgt. Fleenor from 9/2012 to 10/4/12. - WSP & HQ IT clarification <i>i identifiable info for M. Silva. #957176</i></p> <p>6. Any & all e-mails, memos, & faxes regarding JD Jones Barton, #867165, M. Silva, & J. J. Wilson fr. 6/2012 to 10/4/12. WSP - clarification <i>indicate if rcrds should be gathered fr. other areas besides WSP & if you want docs that mention all three individuals in the same rcrd or any one of you. Also, identifiable info re: M. Silva and J. Wilson. Only WSP; all rcrds that mention any one of them; Silva #957176, Wilson #819159 RE legal mail and public records</i></p>		Initial
12-22234	<p>1. Any & all rcrds, rppts, docs, e-mails, reprimands, etc. re any prison employee/personnel who have been transferred, terminated/fired, suspended, and/or demoted fr. WSP for misconduct (i.e., sexual misconduct, sexual harassment, official misconduct, substance abuse, child pornography, domestic violence), also to include any felonies and/or misdemeanors.</p> <p>2. Same as #1 only for WSR</p> <p>3. Any & all rcrds, rppts, docs, e-mails, reprimands, etc. re any prison employee/personnel who has been transferred, terminated/fired, suspended, and/or demoted for misconduct from CRCC.</p> <p>4. Same as #3 for CBCC</p> <p>5. Same as #3 for SCCC</p> <p>6. Same as #3 for WCC</p> <p>7. Same as #3 for AHCC</p> <p>8. Same as #3 for WCCW</p> <p>9. Same as #3 for Cannonview Corrections Center - CLARIFICATION <i>Disregard</i></p> <p>10. Same as #3 for PLCC</p> <p>11. Same as #3 for any DOC Halfway Housing Facility - CLARIFICATION <i>Work Release facilities</i></p>		Initial
12-22235	1. Any and all records, investigation reports, memos, emails and documents related to a possible "Offender Separation" between you and Joe Williamson, Food Service Manager.		Initial
12-22236	<p>1. Any/all photographs, documents, kites, emails, notes, reports, incidents reports, letters, correspondence, grievance investigation notes and reports produced by Tracy Schneider, Tanner Germeau, Michael Holthe, Paul Pettyjohn, Lt. Carrol Riddle and any DOC CBCC employee that's related to the personal property of Frank Nordlund #912173 which sustained water damage while stored at CBCC main property room between 1/26/12 and 8/27/12.</p> <p>2. Any/all emails, notes, reports, incidents reports, letters, correspondence, grievance investigation notes and reports produced by Sgt. Danny Ahrens, Kevin Kettel, Shannon Reeder, Michael Holthe, Paul Pettyjohn, Darren Heaward, Page Blanton and any DOC/CBCC employee related to the slip and fall of Frank Nordlund #912173 in the CBCC IMU shower area between 5/27/12 and 10/1/12.</p> <p>3. Any/all emails produced and or received by any DOC CBCC and AHCC employee pertaining to offender Frank Nordlund #912173 between 7/1/11 and 10/31/12.</p>	12/26/2012	Other
12-22237			Initial
12-22238	Polices and Operational Memoranda that was implemented on April 12, 2012 of the following DOC Policies, Field Instructions Operational Memoranda, you are seeking all records containing information delineating the Department of Corrections Protocol for treatment of Hepatitis C.		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22244	Keele	Jason	Offender	814139	10/4/2012	Garland, Kari A. (DOC)	# of offenders currently on supervision that are approved for medical marijuana	10/23/2012	3 Closed	In Unit	1	1	1.5
12-22245	Lee	Krishna	Citizen	358734	10/4/2012		Steven Sommer 358734 classification file and approved visitors from 10/11-present	12/11/2012	3 Closed	In Unit	49	16	1.75
12-22246	Appia	Stefania	Citizen		10/4/2012	Schave, Gaylene R. (DOC)	last years assessments from Liza Roher, Patrick Gieve, Eric Jackson, Dan Pacholke, Cheryl Griffin, and Bernie Warner; last 4 quarterly reports, other assessments, adoption of standards, and emails from those named and Susan Grisham		3 Closed	In Unit	858	374	42.5
12-22247	Snyder	Margaret	Citizen	886135	10/4/2012		Joshua Jenkins 886185 any records available - to prove he is violent offender	3/27/2013	3 Closed	In Unit	347	0	10.25
12-22248	Bellamy	Jacob	Offender	990367	10/4/2012	Siverts, Jacqueline L. (DOC)	release date, fines are paid, completion of DOC sentence	12/6/2012	3 Closed	In Unit	6		2
12-22249	Strickling	Amy	Offender	780363	10/4/2012	Peterson, Terrina D. (DOC)	Tyson Mathis 780363 CF, FF, chronos, classification files; any DOC file	1/7/2013	3 Closed	In Unit	959	959	11

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22244		No		1.50					Jason Keele	
12-22245		No		1.25					Krishna Lee	
12-22246		No							Stefania Appia	
12-22247		No		10.25					Margaret Snyder	
12-22248		No		2.00					Jacob Bellamy	
12-22249		No					Federal Public Defender Office		Amy Strickling	OHR-16621, CD-3093

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22244	10/10/2012	10/11/2012			2012-10		\$ -	
12-22245	10/8/2012	10/11/2012		E-Mail	2012-10	12/12/2012	\$ -	
12-22246	10/8/2012	10/11/2012		Compact Disk	2012-10			5/10/2013
12-22247	10/10/2012	10/11/2012			2012-10	12/14/2012	\$ -	
12-22248	10/10/2012	10/11/2012		Photocopy	2012-10	1/7/2013		
12-22249	10/8/2012	10/11/2012		Compact Disk	2012-10	1/10/2013	\$ 1.69	12/24/2012

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22244	<p>10/10/12 Sent int 5-day response via email (60/010913)</p> <p>10/10/12 Sent RS to TGreaves/Planning & Research (due 10/26/12)</p> <p>10/10/12 Per Terrie, Planning & Research does not have this information & suggested I contact Sandy Mullins and Anmarie Aylward.</p> <p>10/16/12 Sent email to Sandy & Anmarie requesting their assistance.</p> <p>10/16/12 Per Anmarie, Jaye Craig tracks this info- email forwarded to Jaye</p> <p>10/23/12 Recd 1 page spreadsheet from Jaye</p> <p>10/23/12 Sent final email to requestor and attached the responsive document.</p> <p>REQUEST CLOSED - PDU Folder to file room bin</p>		1.50
12-22245	<p>10/8/12</p> <p>Emailed initial letterSent routing slip to pdc's 10/30/12Forwarded 1st installment responsive to item #3.</p> <p>12/5/12Responsive docs placed on 2nd eyes for review.</p> <p>12/11/12Emailed final responsive docs.-Request closed</p>	0.50	1.25
12-22246	<p>emailed 111 pages, denial sheet and links to access records sent to the Gov. Office. Waiting on clarificaion on one of her items 1/17/13 Gathering the last part of this request for "</p> <p>All emails sent and received from Bernie Warner, Patrick Plebe, Dan Pacholke, Susan Grisham, and Liza Rhorer for the following dates 3/22/12-3/30/12 and 5/22/12-5/25/12 4/15/13</p> <p>emailed \$ letter 4/5/13 sent CD 2nd installment; reviewing eamils for 3rd installment 8/12/13 sent CD cost for 3rd installment</p> <p>10/11/13 administratively closed; no payment recieved</p>	11.50	31.00
12-22247	<p>10/8/12</p> <p>Left message at 1 20pm notifying requestor that email and address are unreadable due to poor fax communication. 10/10/12Left 2nd message at 10 40am-trying to obtain an address so that I can send out initial letter.Emailed initial/clarification letter.</p> <p>10/11/12Left requestor a msg notifying her that we need clarification before we are able to gather material for the request.</p> <p>10/12/12Responded to clarification emailRouted routing slip to pdc's.</p> <p>12/6/12Placed 1st installment on 2nd eyes for review.</p> <p>12/11/12Ordered liberty screens.</p> <p>12/14/12Emailed cost letter</p> <p>3/27/13- Administratively closed.</p>	5.00	5.25
12-22248	<p>1. Request received. 10-05-12</p> <p>2. Document provided. Attempted to e-mail and it was returned. Cost letter sent. 10-10-12</p> <p>3. Clarification sent by mail as e-mail address would not work. Wants signed paperwork. New e-mail sent to requestor advising that we will gather the document. 10-15-12</p> <p>4. Archived field file ordered. 10-15-12</p> <p>5. Cost letter sent by US mail as e-mail address will not work. 12-06-12</p>		2.00
12-22249	<p>10/8/12</p> <p>Initial ResponseField/Central Files ordered10/10/12Files rec'd - on task Q to be scanned</p> <p>10/23/12CF File scanned</p> <p>11/26/121st installment mailed, wait for payment (330pgs)</p> <p>12/27/122nd installment mailed on CD (534 pgs)</p> <p>1/7/13 - 3review 3rd (item6)installment (95 pgs)Emailed documents</p>		

PD LOG #	Requested Items	To Do Date	To Do Status
12-22244			Other
12-22245	1. A copy of the classification file for Steven Sommer #358734 2. A copy of Steven Sommer's approved visitors list from Oct 2011 to June 2012 while housed at the King County Jail in Seattle. **Please note that these are not DOC records, you need to contact King County directly for any records they may have. 3. A copy of Steven Sommer's approved visitors list from June 2012 to Aug 21, 2012 while housed at Washington Corrections Center. 4. A copy of Steven Sommer's approved visitors list from August 22, 2012 to October 4, 2012 while housed at Thurston County Jail. **Please note that these are not DOC records, you need to contact Thurston County directly for any records they may have.	11/12/2012	Initial
12-22246	1. The first request is as follows A. Per RCW 43.17.385 all DOC staff shall have yearly assessments. I would like the last yearly assessments of the following employees from SCCC Liza Rohrer, Patrick Glebe, and Eric Jackson. B. From DOC headquarters I would like the yearly assessment for Dan Pacholke, Cheryl Griffin & Bernie Warner. C. The last 4 DOC quarterly reports which are sent to the governor per the same RCW 43.17.385. D. Per RCW 43.17.390 the Quality Management, Accountability and Performance System Independent Assessment. E. The Adoption of Standards for correctional facilities as described in RCW 72.09.135 - complete 2. After the above information is gathered and sent to me I would then like the following information for my second request 2nd Installment A. All emails sent and received from Bernie Warner, Patrick Plebe, Dan Pacholke, Susan Grisham, and Liza Rhorer for the following dates 3/22/12-3/30/12 and 5/22/12-5/25/12.		Initial
12-22247	1. Any/all records that show why Joshua Jenkins is considered a violent offender.	12/14/2012	Other
12-22248	A copy of records showing release date, fines are finished, and supervision closure.		Initial
12-22249	1. Central File 2. Field File 3. Medical File (OHR-16621) 4. Chemical Dependency File (CD-3093) 5. Classification File 6. Chronos	12/26/2012	Other

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22250	Harris	Jerry	Offender	992763	9/28/2012	Terrell, Paula L. (DOC)	WSP OM 450.120 and policy and OM index	12/7/2012	3 Closed	In Unit	28		5
12-22251	Shiras	Patricia	Citizen	356486	10/4/2012	DOC SRCJC PDU	Robert Oftebro 356786 why he went to jail	10/5/2012	3 Closed	Out of Unit	0	0	
12-22252	Stephens	Sammy	Offender	741496	10/5/2012	DOC MCC PDU	2000 Police report		0 New	Out of Unit			
12-22253	Ransdell	John	Offender	300828	10/5/2012	DOC SRCJC PDU	copy of 10/28/11 warrant withdrawn July 2012	10/16/2012	3 Closed	Out of Unit	1	1	
12-22254	Ball	Edmund	Offender	826174	10/5/2012		any/all records about tort claim #31075239	12/13/2012	3 Closed	In Unit	0		3.5
12-22255	Ball	Edmund	Offender	826174	10/5/2012		any/all records about tort claim #31075217	12/13/2012	3 Closed	In Unit	0	0	3.25
12-22256	Ball	Edmund	Offender	826174	10/5/2012		all items and books donated by the Chaplain @SCCC donated to the Jewish community in the last ten years	12/13/2012	3 Closed	In Unit	0	0	4
12-22257	Ball	Edmund	Offender	826174	10/5/2012		all items and books the SCCC Chaplain has donated in the last ten years	12/13/2012	3 Closed	In Unit	0	0	3.25
12-22258	Martinez	Daniel	Offender	830622	10/5/2012		any/all papers DOC used to determine to deny a funeral trip and probation violation report	3/27/2013	3 Closed	In Unit	44	0	4.5
12-22259	Lee	Diana	Offender	308008	10/5/2012	Shamberg, Virginia B. (DOC)	probation charges from 6/2009	11/9/2012	3 Closed	In Unit	6	6	
12-22260	Shaw	Hale	Citizen		10/5/2012		cost per i/m per year, average salaries, i/m sentence time, crime, # of offenses, location, and prosecuting agency for past 3 fiscal years	3/27/2013	3 Closed	In Unit	266	0	4.25
12-22261	Hankins	Foster	Citizen	351092	10/8/2012	DOC ES1 PDU	Benjamin Hankins 351092 Interstate probable cause hearing from 9/25/12	10/24/2012	3 Closed	Out of Unit	3	3	

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22250		No		2.00					Jerry Harris	12/7/12 file placed in bin to be filed. No port done.
12-22251		No		0.20					Patricia Shiras	Chrono pasted to e-mail sent to requestor.
12-22252		No							Sammy Stephens	
12-22253		No							John Ransdell	
12-22254		No							Edmund Ball	no responsive records
12-22255		No							Edmund Ball	
12-22256		No							Edmund Ball	no responsive records
12-22257		No							Edmund Ball	
12-22258		No		4.50					Daniel Martinez	
12-22259		No							Diana Lee	
12-22260		No		4.25					Hale Shaw	
12-22261		No							Foster Hankins	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22250	10/5/2012	10/5/2012		E-Mail	2012-9	11/16/2012		
12-22251	10/5/2012	10/11/2012			2012-10	10/11/2012	\$ -	
12-22252		10/12/2012			2012-10	10/12/2012		
12-22253	10/5/2012	10/12/2012			2012-10	10/12/2012		
12-22254	10/12/2012				2012-10			
12-22255	10/12/2012	10/12/2012			2012-10			
12-22256	10/12/2012	10/12/2012			2012-10			
12-22257	10/12/2012	10/12/2012			2012-10	12/13/2012		
12-22258	10/8/2012	10/12/2012			2012-10	11/28/2012	\$ -	
12-22259	10/8/2012	10/12/2012		Photocopy	2012-10	11/21/2012	\$ 2.10	11/5/2012
12-22260	10/10/2012	10/12/2012			2012-10	12/14/2012	\$ -	
12-22261	10/9/2012	10/15/2012			2012-10	10/15/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22250	RS to HQ Policy received and saved in Outlook. WSP Received and saved in Outlook. \$\$Cost letter due 11/16/12\$\$ 11/16/12 cost letter mailed Number of Pages 28 x .20 \$5.60 Postage + \$1.70 Total Cost \$7.30 Records have been reviewed and batestamped. There are no redactions. 11/28/12 received letter requesting to email the records electronically. 12/6/12 final letter and records emailed.	1.50	
12-22251	Assigned to Laura Ambrosch		
12-22252			
12-22253	Assigned to Kelly Reinitz		0.50
12-22254	initial sent 10/12/12 fnl sent 12/13/12	1.00	2.50
12-22255	initial sent 10/12/12 fnl sent 12/13/12	1.00	2.25
12-22256	initial sent 10/12/12 fnl sent 12/13/12	1.50	2.50
12-22257	initial sent 10/12/12 fnl sent 12/13/12	1.00	2.25
12-22258	10/8/12 Mailed initial letterSent routing slip to pdc's10/11/12 Mailed cost letter. 3/27/13 - Administratively closed.	1.75	2.75
12-22259	Printed from Liberty. 10/8/2012 Cost letter sent. Will post amount when received \$. CLOSED.		1.25
12-22260	10/10/12 Emailed initial letter to requestorSent routing slip to pdc's12/12/14Routed routing 2nd slip to Business Svcs/Communications/HR. 12/14/12Emailed cost letter. 3/27/13- Administratively closed.	1.00	3.25
12-22261	E-mailed 3 pages of requested documents to requestor on 10/24/12.	0.15	

PD LOG #	Requested Items	To Do Date	To Do Status
12-22250	1. The Washington State Penitentiary (WSP) Operational Memorandums (OM) 450.120; the WSP's OM index; and the Department of Corrections Policy Index.		Initial
12-22251			Initial
12-22252			Initial
12-22253			Initial
12-22254			Initial
12-22255			Initial
12-22256			Initial
12-22257			Initial
12-22258	1. All information showing why (Daniel Martinez #830622) was denied furlough to attend his mother's funeral in June-July 2011. 2. A copy of (Daniel Martinez #830622) probation violation report for his arrest in June-July 2011 and all accusations related to this probation violation.	11/28/2012	Other
12-22259	Discharge paperwork.		Initial
12-22260	Any/all information (excel spread sheets) on the following categories for the most recent completed 3 fiscal years 1. Cost per inmate per year-broken down into services provided. 2. Average salaries of correctional personnel per category and the standard deviation of salaries and all associated benefits. 3. Average cost per inmate broken down by type of offender The following information related to the past 3 fiscal years 4. Each inmate sentence time 5. Crime the inmate is sentenced for 6. How many offenses each inmate has 7. County the crimes were committed in 8. Name of prosecuting agency	12/14/2012	Initial
12-22261			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22262	Barton	JD	Offender	867165	10/8/2012	Pernula, Theresa L. 'Terry' (DOC)	any/all records regarding any DOC staff on probation for DUI, affiliation with STG gang, Eldon Vail and Dan Pacholke misconduct, and any HQ staff misconduct	10/12/2012	3 Closed	In Unit			0.75
12-22263	Barton	JD	Offender	867165	10/8/2012	Pernula, Theresa L. 'Terry' (DOC)	any/all records regarding Laura Lindsay and Melissa Buttice misconduct	4/11/2013	3 Closed	In Unit	44	44	21
12-22264	Branch	Cerise	Citizen	303132	10/8/2012	DOC SRC/C PDU	Andrew Branch 303132 chronos from 2/15/12-present	10/9/2012	3 Closed	Out of Unit	18	18	
12-22265	Alveto	Jerome	Offender	322854	10/8/2012	Skewis, Erin K. (DOC)	photocopies of surveillance from 10/2/12 law library with Barbara Gronseth	11/13/2012	3 Closed	In Unit	0	0	10
12-22266	Brooks	Steven	Offender	267814	10/8/2012	Williams, Jennifer J. (DOC)	forensic eval by Harry Goldberg		0 New	Out of Unit			
12-22267	Bolton	Scott	Offender	971543	10/8/2012	Peterson, Terrina D. (DOC)	DOC officers conduct- rules of professional conduct	11/28/2012	3 Closed	In Unit			
12-22268	Trent	Charles	Offender	840991	10/8/2012	DOC AHCC PDU	his discovery	10/30/2012	3 Closed	Out of Unit	0	0	

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22262		No							JD Barton	10-9-12 RS/e-mail to H. Boe by 11-5 rcv'd 11-12-12 close if no response rcv'd
12-22263		No							JD Barton	10-9-12 RS to WSP by 11-5 rcv'd 10-30 & 2-5 10-9-12 RS to H. Boe by 11-5 rcv'd 10-29 no rcrds 12-27-12 e-mail to H. Boe & C. Webb 1-2-13 voicemail to C. Webb waiting for Denise to get back to me / don't release Lindsay rcrds 1-23-13 e-mail to WSP 1-23-13 RS to CRCC by 2-15 rcv'd 2-13 / 44 pgs
12-22264		No							Cerise Branch	
12-22265		No		4.00					Jerome Alverto	
12-22266		No							Steven Brooks	
12-22267		No							Scott Bolton	
12-22268		No							Charles Trent	End Retention Period 10-31-2019

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22262	10/12/2012	10/15/2012			2012-10	10/31/2012		
12-22263	10/12/2012	10/15/2012		Compact Disk	2012-10	4/30/2013	\$ 1.71	4/4/2013
12-22264	10/9/2012	10/15/2012			2012-10	10/15/2012	\$ -	
12-22265	10/10/2012	10/15/2012			2012-10	12/17/2012	\$ -	
12-22266		10/15/2012			2012-10	10/15/2012		
12-22267	10/10/2012	10/15/2012			2012-10	11/13/2012		
12-22268	10/17/2012	10/15/2012			2012-10	10/15/2012	\$ -	

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22262	<p>2012 10-12 mailed initial response/clarification</p> <p>HOURS: 0.75 CLOSED 2012 Oct. - 0.75</p> <p>ENJOINMENT to be mailed by 12-28 ACTUAL DUE DATE 1-18</p>		0.75
12-22263	<p>2102 8-12 mailed initial response 2013 1-22 mailed extension letter 2-27 mailed enjoiment to 2 employees 3-14 mailed cost letter for 44 pgs on CD / \$1.71 4-4 rcv'd pmt of \$1.71 4-11 mailed final letter & 44 pgs on CD</p> <p>HOURS: 9.75 +11.25 CLOSED 2012 Oct. - 4.5 + WSP 10.25 Nov. - 0.25 Dec. - 0.75 2013 Jan. - 1.0 Feb. - 2.0 + 1.0 PDC March - 0.25 April - 1.0</p>	11.25	9.75
12-22264	<p>Assigned to Mike Goolsby Completed.</p>		1.50
12-22265	<p>10/10/12 - Mailed int; Next Due 10/10/12 RS to CBCC I asked for the video still as well as the actual videos.</p> <p>10/19/12 - Rec'd video from Yvette who was here for training</p> <p>Times for the video are off by an hour. Yvettes explanation That is the one problem with the system that nobody can explain to us. When we view it, it is the correct time, however once you export it onto the disk it is an hour different. So if we were to make one from 1015-1220 it would be the time requested on video, but possibly not show what he wants because it would be missing the first hour.</p> <p>11/13/12 - Mailed final letter and denial to request; denying videos</p>	2.00	4.00
12-22266			
12-22267	<p>10/09/12 Searched inside DOC for something with the titleSearched Policies for the titleAsked Amy Bean10/10/12Sent Clarification letter 11/28/2012no clarification rec'drequest closed</p>		
12-22268	<p>10-8-12 AHCC PDU received request. Initial ltr late due to Anne Guzman on A/L 10-12-12 thru 10-16-12. 10-17-12 Initial/clarification ltr sent 10-26-12 Kite rcvd dated 10-25-12 clarifying request. 10-30-12 Clarification response-Final ltr sent.</p>	4.00	

PD LOG #	Requested Items	To Do Date	To Do Status
12-22262	<p>1. Any & all rcrds, rprts, docs, e-mails, etc. re any DOC employee/personnel who has been and/or is currently on probation for DUI and/or domestic violence.</p> <p>2. Any & all rcrds, rprts, docs, e-mails, etc. re any DOC employee/personnel who has been terminated, demoted, suspended for being suspected and/or validated with any STG gang affiliations.</p> <p>3. Any & all complaints, allegations, memos, fax, e-mails, rprts, rcrds, docs, etc. re any misconduct against Eldon Vail.</p> <p>4. Same as #3 re Dan Pacholke.</p> <p>5. Same as #3 re any DOC Headquarters employee/personnel.</p>		Initial
12-22263	<p>Any & all complaints, allegations, memorandums, e-mails, rcrds, rprts, docs, etc. re the misconduct of</p> <p>1. WSP counselor Laura Lindsay</p> <p>2. WSP Melissa Buttice</p>		Initial
12-22264			Initial
12-22265	<p>1. Photocopies of still surveillance video from 10/2/2012 CBCC Law Library 1320 hrs-1550 hrs depicting "Law Librarian Barbara J. Gronseth, direct Mr. Alverto (Jerome Alverto #322854) to stop working with Mr. Roper (Faron Roper #270975) on a legal matter , by directing Mr. Alverto to leave the computer and work alone at a desk"</p> <p>a. We will ask staff to search for stills (copies) of the video, if they exist.</p> <p>2. Photocopies of still surveillance video from 10/2/2012 CBCC Law Library 1320 hrs-1550 hrs "showing other groups working together on legal matters without Barbara J. Gronseth directing them to stop working together"</p> <p>a. We will ask staff to search for stills (copies) of the video, if they exist.</p> <p>3. Video showing Gronseth approach Mr. Roper and read his legal document, then make a phone call regarding the legal document and stare at ("mean mug") Mr. Roper and Mr. Alverto as she talked on the telephone"</p> <p>a. No time frame for this item was provided. We will assume that this is an incident that occurred on 10/2/12 as well. If our assumption is incorrect to let me know as soon as possible</p>		Initial
12-22266			Initial
12-22267	<p>1. General provisions of "the Department of Corrections officer's conduct" rules of professional conduct.</p>	11/13/2012	Other
12-22268	<p>"A copy of his Discovery"</p> <p>Clarification Police Report, cause # 00-1-02603-1</p>		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22269	Brown	Linda	Citizen	990080	10/8/2012	Siverts, Jacqueline L. (DOC)	Tuvalu Samaga 990080 all records; OMNI and/or chronos, court orders, police reports, violation reports, STG info, incarcerations, behavior, mental health, UA results	12/13/2012	3 Closed	In Unit	147	147	5
12-22270	Wenum	John	Citizen		10/8/2012	DOC CBCC PDU	Policy 700.100 with any CBCC OAs	10/23/2012	3 Closed	Out of Unit	20	20	0.25
12-22271	Espitia	Anthony	Offender	333200	10/8/2012	DOC CRCC PDU	J&S from 2009		0 New	Out of Unit			
12-22272	Scott	Sarah	Other Government Agency		10/8/2012	Skewis, Erin K. (DOC)	number of prisoners and other statistics and policies		3 Closed	In Unit	5820	426	
12-22273	Garcia	Mario	Offender	358157	10/8/2012	DOC CRCC PDU	J&S		0 New	Out of Unit			
12-22274	Feldman	James	Attorney	301213	10/8/2012	Siverts, Jacqueline L. (DOC)	Jerramey Roper 301213 any docs regarding discharges or termination of probation	11/28/2012	3 Closed	In Unit	18	18	1.75
12-22275	Baeza	Angel	Offender	353236	10/8/2012	DOC CRCC PDU	J&S		0 New	Out of Unit			
12-22276	Bangs	Harry	Offender	942377	10/8/2012		all bills of lading, receipts, shipping manifestos related to the shipment of his typewriter from CRCC to MCC around 10/5/12		3 Closed	In Unit	2		4
12-22277	Navarro	Elidoro	Offender	320287	10/8/2012	DOC CRCC PDU	J&S		0 New	Out of Unit			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22269		No		5.00					Linda Brown	
12-22270		No		0.25					John Wenum	
12-22271		No							Anthony Espitia	
12-22272		No					American Civil Liberties Union		Sarah Scott	
12-22273		No							Mario Garcia	
12-22274		Yes		1.75					James Feldman	
12-22275		No							Angel Baeza	
12-22276		No							Harry Bangs	
12-22277		No							Elidoro Navarro	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22269	10/12/2012	10/15/2012		E-Mail	2012-10	12/17/2012		
12-22270	10/8/2012	10/15/2012			2012-10	10/15/2012	\$ 5.39	10/23/2012
12-22271		10/15/2012			2012-10	10/15/2012		
12-22272	10/9/2012	10/15/2012		Photocopy	2012-10		\$ 108.20	2/25/2013
12-22273		10/15/2012			2012-10	10/15/2012		
12-22274	10/12/2012	10/15/2012		E-Mail	2012-10	12/4/2012		
12-22275		10/15/2012			2012-10	10/15/2012		
12-22276	10/15/2012	10/15/2012			2012-10	1/3/2012		
12-22277		10/15/2012			2012-10	10/15/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22269	1. Received request 10-10-12 2. Ordered archived field file 10-10-12 3. Sent initial letter via e-mail. 10-12-12 4. Copies sent by e-mail. 12-13-12		5.00
12-22270		0.25	
12-22271			
12-22272	/10/9/12 - Emailed T. Greaves to see if P&R can pull this data? Mailed int to requester; NExt Due 12/21/12 Terrie said that P&R can pull items 1-13 EXCEPT the two items about mental retardation. I emailed back asking if they could pull the isolated offenders with a H code (PULHES) of 2 or 3 (H code is developmental disability). Terrie/Tracy said that this could be done. Sent official routing slip to Terrie 12/19/12 - Mailed \$ letter (87 pgs +2 dividers) 1/23/13 - Rec'd payment for 1st install; Mailed 89 pages to requester w/ denial. I offered the 2nd installment (339 pgs) 2/25/13 - Rec'd #2 payment (339 pgs of policy); Mailed records, letter. Next Due 4/19/13 4/5/13 - Mailed #3 \$ letter (5394 pgs, hard copies; \$1,184.60 5/21/13 - FILE CLOSED - FILE ROOM		
12-22273			
12-22274	1. Initial request received 10-10-12 2. Archived file ordered. 10-11-12 3. Initial letter sent via e-mail. 10-12-12 5. E-mailed final letter and copies. 11-28-12		1.75
12-22275			
12-22276	initial sent 10/15/12 cst sent 12/3/12	1.00	3.00
12-22277			

PD LOG #	Requested Items	To Do Date	To Do Status
12-22269	1. OMNI screens 2. Chronos 3. Court orders 4. Police reports 5. Violation reports 6. Gang identifications 7. Behavioral issues 8. Mental health issues 9. UA results 10. BA results. All for Tufale Samaga #990080		Initial
12-22270	DOC Policy 700.100 and CBCC OM 700.100		Initial
12-22271			Initial
12-22272	1. Records showing the number of prisoners who are currently held in isolated confinement a. You stated your definition of isolated confinement refers to the practice of holding a person alone in a cell for an average of 22 hours or more per day for any period exceeding 15 days 2. Records showing the number of prisoners who have been held in isolated confinement in the past year (October 9, 2011 to October 9, 2012) 3. Records showing the number of prisoners who have a current diagnosis of mental illness and who are currently held in isolated confinement 4. Records showing the number of prisoners who have a current diagnosis of mental illness and who have been held in isolated confinement in the past year (October 9, 2011 to October 9, 2012) 5. Records showing the number of prisoners who a current diagnosis of mental retardation and who are currently held in isolated confinement 6. Records showing the number of prisoners who a current diagnosis of mental retardation and who have been held in isolated confinement in the past year (October 9, 2011 to October 9, 2012) 7. Records showing the racial breakdown of prisoners who are currently in isolated confinement 8. Records showing the racial breakdown of prisoners who have been in isolated confinement in the past year (October 9, 2011 to October 9, 2012) 9. Records showing the number of prisoners who are younger than 22 years old and are currently held in isolated confinement 10. Records showing the number of prisoners who are younger than 22 years old and have been held in isolated confinement (October 9, 2011 to October 9, 2012) 11. Records showing the number of prisoners who are younger than 19 years old and are currently held in isolated confinement 12. Records showing the number of prisoners who are younger than 19 years old and have been held in isolated confinement (October 9, 2011 to October 9, 2012)		Initial
	13. Records showing the mean, median and maximum length of stay of prisoners in isolated confinement 14. All policies and procedures governing isolated confinement of prisoners including but not limited to (1) policies for placement in and removal or step-down from isolated confinement, and (2) conditions (including, property, exercise, visitation, access to programming, telephone calls, medical/mental health treatment, etc.) in isolated confinement. This is to include agency wide policies and policies specific to single facilities or groups of facilities 15. All studies or other analyses that have been performed, sponsored or supported by Washington DOC to measure the fiscal costs of isolated confinement of prisoners or to compare the costs of isolated confinement to other forms of incarceration		
12-22273			Initial
12-22274	Supervision closure or termination paperwork.		Initial
12-22275			Initial
12-22276			Initial
12-22277			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22278	Ruch	Keith	Offender	799071	10/8/2012	Siverts, Jacqueline L. (DOC)	court ordered restitution fines and fees, probable cause and police reports for case #98-1-02872-8, psych evals, plea agreement, statement of defendant, PSI, sentencing memoranda, and mitigation package	12/6/2012	3 Closed	In Unit	22		3
12-22279	Wilson	Joshua	Offender	819159	10/8/2012	Peterson, Terrina D. (DOC)	any/all records regarding WSP mailroom from Sept.-Oct. 2012	12/24/2012	3 Closed	In Unit	62	15	
12-22280	Wilson	Joshua	Offender	819159	10/8/2012	Peterson, Terrina D. (DOC)	any/all complaints against Stephen Sinclair	12/5/2012	3 Closed	In Unit	149		
12-22281	Wilson	Joshua	Offender	819159	10/8/2012	Peterson, Terrina D. (DOC)	any/all complaints of any kind against Steven Fleenor	12/5/2012	3 Closed	In Unit	151		
12-22282	Wilson	Joshua	Offender	819159	10/8/2012	Peterson, Terrina D. (DOC)	any/all complaints against Ronald Jensen	12/20/2012	3 Closed	In Unit	44		
12-22283	Wilson	Joshua	Offender	819159	10/8/2012	Peterson, Terrina D. (DOC)	DOC postage transfer form from Dennis Zellmer 911372 from 9/2012 and any/all docs regarding him		3 Closed	In Unit			
12-22284	P	Shanna	Other Government Ag	797941	10/8/2012	DOC ES2 PDU	Donna Anderson 797941 supervision records	10/31/2012	3 Closed	Out of Unit	246	246	6
12-22285	Visser	Cody	Offender	751223	10/8/2012	Terrell, Paula L. (DOC)	all certificates and completions of schooling, arrest record, driving abstract, and credit report	12/12/2012	3 Closed	In Unit	8	8	3
12-22286	Mistretta	Megan	Offender	876356	10/8/2012	DOC WCCW PDU	report written by C/O Knowles on 9/26/12 regarding her behavior in law library	11/2/2012	3 Closed	Out of Unit	4		2.2

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22278		No		3.00					Keith Ruch	OHR-16639
12-22279		No							Joshua Wilson	
12-22280		No							Joshua Wilson	
12-22281		No							Joshua Wilson	
12-22282		No		5.00					Joshua Wilson	
12-22283		No							Joshua Wilson	
12-22284		Yes		6.00			SSA		Shanna P	OHR-16654, CD-3100
12-22285		No		2.00					Cody Visser	CD-3101 12/12/12 file placed in bin to be filed. No port done.
12-22286		No		1.00					Megan Mistretta	5 day 10/15/12 \$ 11/2/12 8/28/13 Admin Closure, Non payment

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22278	10/12/2012	10/15/2012		Photocopy	2012-10	1/7/2013		
12-22279	10/9/2012	10/15/2012		Photocopy	2012-10	1/21/2013	\$ 15.30	12/20/2012
12-22280	10/9/2012	10/15/2012			2012-10	1/5/2013	\$ 35.45	
12-22281	10/9/2012	10/15/2012			2012-10	1/5/2013		
12-22282	10/9/2012	10/15/2012		Photocopy	2012-10	1/20/2013	\$ 11.10	
12-22283	10/9/2012	10/15/2012			2012-10	11/9/2012		
12-22284	10/15/2012	10/15/2012		Photocopy	2012-10	10/15/2012	\$ -	
12-22285	10/15/2012	10/15/2012		Photocopy	2012-10	12/5/2012	\$ 2.05	12/21/2012
12-22286	10/15/2012	10/15/2012			2012-10	10/31/2012	\$ 2.12	

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22278	1. Request received. 10-10-12 2. Routing request sent to MCC PDU 3. Initial letter sent. 10-12-12 4. Cost letter sent. 12-06-12	0.25	2.75
12-22279	10/9/12 Initial ResponseNO Videos in mailroomRouting Slip11/5/12rec'd partial documents from WSP 11/28/12Cost letter for items 3 & 4 (15pgs) 12/20/12Talked to M. Watkins... They do not keep copies of the mail rejections. All rejections are sent back to the facility. 12/21/12Records mailed w/ cost letter for 2nd install (62pgs) 2/7/13No response/payment from requestorFile Closed		
12-22280	10/9/12 Initial ResponseRouting Slip WSP11/8/12Routed to Pennington, Meyer and Boe 12/5/121st install \$ltr 1/10/2013No payment rec'd from requestor, file closed		
12-22281	10/9/12 Initial ResponseRouting Slip WSP12/5/12Cost Letter sent (1st installment) 1/10/2013No payment rec'd from requestor, file closed		
12-22282	10/09/12 Initial ResponseRouting Slip12/5/12Extension letter sentEnjoinment to R. Jensen sent 12/20/2012Cost letter mailed 2/7/13No response/paymentfile closed		5.00
12-22283	10/09/2012 Initial Response/clarificationDOC# provided by requestor is incorrect.11/28/2012No clarification rec'drequest closed		
12-22284	CALLED AND SENT FIVE-DAY LETTER. CALLED 3 TIMES AND NEVER RECVD CALL BACK ABOUT WHERE TO SEND DOCUMENTS AND IF THEY REALLY WANT EVERYTHING. sent 246 pages to salt lake city utah address and final letter. 6 hours.	6.00	
12-22285	RS to WSP Recived 8 pages and saved them in Outlook. SRCJC No responsive records. \$\$Cost letter due 12/5/12\$\$ 11/8/12 Cost letter mailed early Number of Pages 8 x 20 \$1.60 Postage + \$0.45 Total Cost \$2.05 Records have been reviewed and batestamped. 12/12/12 RECORDS MAILED.		
12-22286		0.50	1.20

PD LOG #	Requested Items	To Do Date	To Do Status
12-22278	1. Court ordered restitution fees and fines 2. Original charging documents. 3. Police Reports 4. Psychological evaluations provided to opposing counsel by either party or filed with the court. 5. Plea agreement 6. Pre-Sentence Report 7. Sentencing Memorandum 8. No Contact Order 9. Mitigation Package all for Pierce County cse#98-1-02872-8		Initial
12-22279	1. Any and all photocopies from WSP mailroom photocopy machines. 2. Any and all video of the WSP mailroom from 5 49am to 4 38pm on September 24, 2012 3. Any and all records, documents, photocopies, etc. sent from the WSP mailroom to the WSP superintendent's office from September 1, 2012 to October 8, 2012 4. Any and all records, documents, photocopies, etc. sent from the WSP mailroom to the WSP Internal Investigation's office from September 1, 2012 to October 8, 2012 5. Any and all records, documents, photocopies, etc. sent from the WSP mailroom to Headquarters from September 1, 2012 to October 8, 2012	10/30/2012	Waiting-Someone else
12-22280	1. Any and all records related to any complaints, allegations of misconduct and/or disciplinary action against Stephen Sinclair. (To include all investigations, kites, grievances, emails, etc.)	11/29/2012	Waiting-Someone else
12-22281	1. Any and all records related to any complaints, allegations of misconduct and/or disciplinary action against Steven Fleenor. (To include all investigations, kites, grievances, emails, etc.)	11/6/2012	Waiting-Someone else
12-22282	1. Any and all records related to any complaints, allegations of misconduct and/or disciplinary action against Ronald Jensen. (To include all investigations, kites, grievances, emails, etc.)	12/17/2012	Waiting-Enjoinment
12-22283	1. DOC postage transfer form (DOC 02-003 ES) from Dennis Zellmer #911372 that was sent out while at the Washington State Penitentiary from September 1, 2012 to September 30, 2012 2. Any and all records, reports, documents, emails, etc. pertaining to Dennis Zellmer.	11/9/2012	Other
12-22284			Initial
12-22285	1. Copies of all of your certificates and completions of schooling, specifically your GED, all treatment programs, Victim Awareness, Behavior Modification and all college courses.		Initial
12-22286			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22287	Eleazar	Garcia	Offender	337994	10/8/2012	Garland, Kari A. (DOC)	total amount paid for CVC and total paid for COI	11/13/2012	3 Closed	In Unit	17	17	2.25
12-22288	Bradley	Joseph	Offender	339337	10/8/2012	Shamberg, Virginia B. (DOC)	any/all records of himself	11/27/2012	3 Closed	In Unit	288	288	
12-22289	Cabott	Bryce	Attorney		10/8/2012	Siverts, Jacqueline L. (DOC)	Lena Riggs complete file	10/12/2012	3 Closed	In Unit			0.5
12-22290	McCoy	Chad	Offender	873124	10/8/2012	DOC MCC PDU	polygraph from WSP that he took in 1997 and J&S for that time		0 New	Out of Unit			
12-22291	White	Lolinda	Citizen		10/8/2012		Any/all communications to or from Paula Chandler having to do with Lolinda White between 5/12/12 to 10/8/12. Also, copy of letter that was hand delivered to Robert Herzog from Mike Heue around 8/30/12.	12/26/2012	3 Closed	In Unit	141	141	2.5
12-22292	Harris	Brian	Citizen		10/8/2012	Shamberg, Virginia B. (DOC)	Copy of Corrections Officer 1 and 2 field training manual.	12/18/2012	3 Closed	In Unit	256	256	
12-22293	Martin	Vanessa	Attorney	909529	10/8/2012	Siverts, Jacqueline L. (DOC)	DOC #909529. Proof of her community service hours. Any notes or documents pertaining to case 85-1-00720-1 being dismissed, or any notes from review hearings or probation reports.	10/12/2012	3 Closed	In Unit			0.75
12-22294	Gleason	Kathy	Citizen		10/9/2012	DOC CBCC PDU	Operational Memorandum specific to 700.100	10/18/2012	3 Closed	Out of Unit	14	14	0.25
12-22295	Washington	Bryce	Offender	301436	10/9/2012	Shamberg, Virginia B. (DOC)	Bryce Washington 301436. Birth Certificate	10/12/2012	3 Closed	In Unit			
12-22296	Erwin	Kathy	Attorney		10/9/2012	Du Vall, Alan E. (DOC)	Andrew Christian. UA test results		3 Closed	In Unit			
12-22297	Finley	Alice	Offender	804009	10/9/2012	Garland, Kari A. (DOC)	Alice Finley 804009. Full file.	1/18/2013	3 Closed	In Unit	177	0	3.25

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22287		No		0.25					Garcia Eleazar	
12-22288		No							Joseph Bradley	
12-22289		Yes		0.50			Cabott & Cabott		Bryce Cabott	NOT IN OMNI, if so, do they want medical?
12-22290		No							Chad McCoy	
12-22291		No		2.50					Lolinda White	
12-22292		No							Brian Harris	
12-22293		No		0.75			Law Offices of Vanessa Martin		Vanessa Martin	
12-22294		No		0.25					Kathy Gleason	Similar to PDU-22270
12-22295		No							Bryce Washington	
12-22296		No					David Oliver & Associates		Kathy Erwin	OHR-16652 CD-3107 NOT IN OMNI
12-22297		No		1.00					Alice Finley	No CF - was supervision only

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22287	10/15/2012	10/15/2012		Photocopy	2012-10		\$ 4.70	11/13/2012
12-22288	10/10/2012	10/15/2012			2012-10	11/29/2012	\$ 3.38	11/19/2012
12-22289	10/12/2012	10/15/2012			2012-10	10/15/2012		
12-22290		10/15/2012			2012-10	10/15/2012		
12-22291	10/10/2012	10/15/2012		Photocopy	2012-10	12/14/2012	\$ 33.50	12/18/2012
12-22292	10/15/2012	10/15/2012		Compact Disk	2012-10	11/21/2012	\$ 1.69	12/10/2012
12-22293	10/12/2012	10/15/2012			2012-10	10/15/2012		
12-22294	10/8/2012	10/16/2012			2012-10	10/16/2012	\$ 4.19	10/18/2012
12-22295	10/9/2012	10/16/2012			2012-10	10/31/2012		
12-22296	10/9/2012	10/16/2012			2012-10	10/16/2012		
12-22297	10/16/2012	10/16/2012		Photocopy	2012-10		\$ -	

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22287	<p>10/12/12 Sent RS to I/M Accts (due 10/25/12)</p> <p>10/15/12 Mailed int 5-day response letter (62/011613)</p> <p>10/22/12 Recd docs from I/M Accts (.50 time rept.)</p> <p>10/23/12 Mailed \$ cost letter (17 pgs/\$4.70)</p> <p>11/13/12 Recd \$</p> <p>11/13/12 Mailed docs</p> <p>REQUEST CLOSED - PDU Folder to file room bin</p>	0.50	1.75
12-22288	<p>Sending workflow to SRCJC to gather 3 DOC Hearings and all leters and communications related to offender.</p> <p>10/10/2012 Emailed as attachment to Mr. Bradley asking 4 clarification.</p> <p>10/11/2012 Received phone call from Mr. Bradley letting me informing me he would like all hearings/CF and FF copies.</p> <p>he states he is looking for some communication that was supposeviley said by him over some students he had bothered around his home at the time of his 1st release/2011 he wasn't real sure of the timeframe.</p> <p>I will send out another workflow for CF.</p> <p>11/6/2012 Cost letter sent/2 CD</p> <p>11/5/2012 Reviewed hearing tape;gave to Alan to redact VW names before sending.</p> <p>Redacted track two only (time of 11 08-11 09 11 20-11 21 VW.</p> <p>CLOSED.</p>		2.25
12-22289	<p>1. Received request. 10-10-12</p> <p>2. Sent letter. Not in DOC system. 10-12-12</p>		0.50
12-22290			
12-22291	<p>10/10/12</p> <p>Emailed initial letter to requestorSent routing slip to pdc.12/10/12Left Susan Biller a voice msg, as I've yet to receive responsive docs.</p> <p>12/12/12Placed responsive docs on 2nd eyes</p> <p>12/14/12Emailed cost letter.</p> <p>12/26/12Mailed responsive documents.</p>	1.25	1.25
12-22292	<p>10/10/2012 Workflow sent to Brittany Wilson.</p> <p>Sent cost letter/will review CD tape with Alan/convert.</p> <p>add response pages to reporting log once \$ is received.</p>	1.50	3.00
12-22293	<p>1. Received initial request. 10-10-12</p> <p>2. Sent letter no records responsive. 10-12-12</p>		0.75
12-22294			0.25
12-22295	<p>Ordered CF from Records center.</p> <p>No records.</p>		0.75
12-22296	<p>Sent initial response letter informing requestor that there are no records for the name and SSN provided and that the request is now closed.</p>		0.50
12-22297	<p>10/16/12 Ordered archived FF</p> <p>10/16/12 Mailed int 5-day response letter</p> <p>10/19/12 FF not archived - at Pierce Co</p> <p>10/26/12 Sent RS to SRCJC for FF copy (due 11/9/12)</p> <p>11/02/12 Recd FF copy</p> <p>01/18/13 Mailed \$ cost letter (177 pages/\$40.70)</p> <p>03/03/15 Request administratively closed due to non-payment.</p>	0.75	2.50

PD LOG #	Requested Items	To Do Date	To Do Status
12-22287			Other
12-22288	You have requested disclosure of the following Copies of all letters, communications, and files related to yourself, to include your three hearings that were held at the King County Jail. Needing Clarification.		Initial
12-22289	A copy of the complete filel of Lena Riggs.		Initial
12-22290			Initial
12-22291	1. Any/all communications to or from Cpt. Paula Chandler having to do with (Lolinda White) between the dates of May 12, 2012 and October 8, 2012. 2. A copy of a hand delivered letter to Superintendent Robert Herzog by acting Plant Facility Manager Mike Heue on or around August 30, 2012	12/14/2012	Other
12-22292	Copy of training manuel.		Initial
12-22293	Proof of completion of community service hours or paperwork pertianing to King County caue 85-1-00720-1.		Initial
12-22294			Initial
12-22295			Initial
12-22296			Initial
12-22297	Intrepretation FF copy (no further clarification recd)		Other

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22298	Moreland	Rodney	Offender	305772	10/9/2012	Pernula, Theresa L. 'Terry' (DOC)	R. Moreland 305772-main 4 week menu, 24 hr. movement schedule, gym/yard movement schedule for SCCC.	12/20/2012	3 Closed	In Unit	9	12	5
12-22299	Group	Marker	Provider	861047	10/9/2012	Schave, Gaylene R. (DOC)	Steven Harris 861047. Billing statements.		3 Closed	In Unit			
12-22300	M	Michelle	Other Government Ag	285052	10/9/2012	DOC CRCC PDU	Michael Richey 285052. Supervision records		0 New	Out of Unit			
12-22301	Vanderwerff	Brian	Citizen		10/9/2012	DOC CBCC PDU	CBCC operations memo 700.100	10/16/2012	3 Closed	Out of Unit	14	14	0.25
12-22302	Morgan	David	Provider	329353	10/9/2012	DOC SRCJC PDU	John Byron 329353. J&S, presentence investigation, police reports, polygraph exams	10/17/2012	3 Closed	Out of Unit	50	50	1.5
12-22303	Madsen	Kyla	Other Government Ag	353948	10/9/2012	Terrell, Paula L. (DOC)	Hung Dinh 353948. Info on his assessments or treatment while incarcerated.	10/16/2012	3 Closed	In Unit			
12-22304	Engelking	Alex	Attorney	322948	10/9/2012		Kane McKee 322948. Entire file, including any notes.	12/28/2012	3 Closed	In Unit	269	250	3.25
12-22305	Rule	Mark	Citizen	356983	10/9/2012	Skewis, Erin K. (DOC)	Richard Brandich 356983. Any/all kiosk messages sent by Brandich and any documentation or records provided to Brandich.	10/24/2012	3 Closed	In Unit	0	0	6
12-22306	Russell	Donna	Attorney	625354	10/9/2012	Siverts, Jacqueline L. (DOC)	Darrell Walette 625354. Medical billing	11/21/2012	3 Closed	In Unit			2
12-22307	M	Michelle	Other Government Ag	350551	10/9/2012	Garland, Kari A. (DOC)	Trevor Dillon 350551. Supervision records & CD & Medical.	1/18/2013	3 Closed	In Unit	8	0	2
12-22308	Simpson	Justina	Citizen	782218	10/9/2012	Peterson, Terrina D. (DOC)	Aaron Simpson 782218 any/all infractions and disciplinary actions	12/6/2012	3 Closed	In Unit	37	37	
12-22309	Ruiz	Brian	Offender	897206	10/10/2012		anything from Debra Wren of Mary Hieb regarding him from 5/20/11-present and anything about them from 6/1/12-present	12/19/2012	3 Closed	In Unit	0	0	3

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22298		No							Rodney Moreland	10-10-12 RS to SCCC by 10-31 rcv'd 10-31 12-19 e-mail to SCCC
12-22299		No					The Marker Group, Inc		Marker Group	OHR-16653
12-22300		No					SSA		Michelle M	OHR-16654
12-22301		No		0.25					Brian Vanderwerff	
12-22302		No					David T. Morgan Psychological Services		David Morgan	OHR-16655
12-22303		No		2.00			DSHS		Kyla Madsen	10/16/12 PD file placed in bin to be filed.
12-22304		No		3.25			Jeffrey M. Jones, P.C		Alex Engelking	
12-22305		No		2.00					Mark Rule	
12-22306		No		2.00			Attorney General of WA		Donna Russell	OHR-16656
12-22307		No		0.50			SSA		Michelle M	OHR-16657 CD-3108 Printed docs from Liberty Printed OMNI Report-offender programs/participation by offender Per SRCJC- there is no FF as he was released as MOD from prison with no supv. (field gains & closed out electronically)
12-22308		No							Justina Simpson	
12-22309		No							Brian Ruiz	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22298	10/15/2012	10/16/2012		Photocopy	2012-10	12/31/2012	\$ 2.90	11/30/2012
12-22299	10/10/2012	10/16/2012			2012-10			
12-22300		10/16/2012			2012-10	10/16/2012		
12-22301	10/9/2012	10/16/2012			2012-10	10/16/2012	\$ 4.19	10/16/2012
12-22302	10/10/2012	10/16/2012			2012-10	10/16/2012	\$ 3.00	
12-22303	10/16/2012	10/16/2012			2012-10	10/16/2012		
12-22304	10/11/2012	10/16/2012		Photocopy	2012-10	1/17/2013	\$ 56.95	12/20/2012
12-22305	10/10/2012	10/16/2012			2012-10			
12-22306	10/12/2012	10/16/2012			2012-10	11/27/2012		
12-22307	10/16/2012	10/16/2012			2012-10		\$ -	
12-22308	10/10/2012	10/16/2012		Photocopy	2012-10	12/7/2012	\$ 11.58	12/5/2012
12-22309	10/17/2012	10/17/2012			2012-10			

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22298	<p>2012 10-15 mailed initial response 11-9-12 mailed cost letter for 9 pgs / \$2.90 11-30 rcv'd pmt of \$2.90 12-6 mailed fial letter & 9 pgs 12-14 rcv'd letter from requestor 12-20 mailed response to letter of 12-14 & 3 pgs</p> <p>HOURS: 2.0 + 3.0 PDC's CLOSED 2102 Oct. - 0.75 + 3.0 SCCC</p> <p>Nov. - 0.5 Dec. - 0.75</p>	3.00	2.00
12-22299			
12-22300			
12-22301			0.25
12-22302	Assigned to Louise Love Completed 10/17/2012		
12-22303	INI and final letter e-mailed.		
12-22304	<p>10/11/12 Emailed Initial Letter.Requested Archive Central File12/17/12Emailed cost letter. 12/28/12Mailed responsive documents.</p>		3.25
12-22305	<p>10/10/12 - Emailed int; Next Due 12/13/12 RS to IT for Kiosk</p> <p>10/24/12 - No responsive records; Emailed final letter to requester</p>	2.00	2.00
12-22306	<p>1. Initial response received 10-09-12 2. Request routed to Theresa Greaves for item #7. 10-11-12 3. Request re-routed to Jeanne Huntley for item #7 10-12-12 4. Initial e-mail sent. 10-12-12 5. No records responsive. E-mail sent to requestor. Request is closed. 11-21-12</p>	1.00	1.00
12-22307	<p>10/16/12 Ordered archived CF - CF not needed 10/16/12 Sent RS to SRCJC for FF copy 10/16/12 Mailed int 5-day response letter (60/012213) 01/18/13 I called requestor for email address to send her the 8 pages of responsive records. Per Michelle M (requestor) she no longer needs the records - case was closed out in November. Close request.</p> <p>REQUEST CLOSED - PDU FOLDER TO FILEROOM BIN</p>	0.00	2.00
12-22308	<p>10/10/12 Initial ResponseRouting Sliip11/29/12on D/J task Q 12/3/12Cost letter sent37 Pages 2 audio disks 12/6/12mailed documents</p>		
12-22309	<p>initial sent 10/17/12 fml sent 12/19/12</p>		3.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-22298	copies of the four-week "main" menu for facilities in Western WA (specifically SCCC), the 24-hour movement schedule for SCCC & a copy of the gym/yard movement schedule for SCCC		Initial
12-22299	Medical records and itemized billing statments for offender Harris 861047		Initial
12-22300			Initial
12-22301			Initial
12-22302			Initial
12-22303	1. Records regarding Hung Dinh, DOB 5/1/72		Initial
12-22304	1. A copy of the entire central file to include any notes on Kane McKee, #322948.	1/17/2013	Other
12-22305			Initial
12-22306	1. Medical condition 2. Clinical findings 3. Diagnosis and prognosis 4. Treatment 5. Recommendations for future care. 6 All notes, second opinions, and referrals to or from health care providers. 7. Medical charges, billings, payments, and liens. 8. Pharmacy prescription reports 9. Correspondence, chart notes, and nurse's notes. 10. All test and labratory results. This is related to Darrell Emery Walette #635354		Initial
12-22307			Other
12-22308	1. All documents related to and including all infractions and disciplinary records for Mr. Simpson from July 1, 2012 to October 9, 2012.	11/14/2012	Waiting-Someone else
12-22309			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22310	Swenson	Shawn	Offender	769070	10/10/2012	Shamberg, Virginia B. (DOC)	8/30/10 memo from Sean Murphy regarding monthly packages and docs. that authorize and forbid families to purchase property items from vendors other than Access from 2009-present	12/27/2012	3 Closed	In Unit	7	7	
12-22311	Skenandore	Neil	Offender	908876	10/10/2012	Terrell, Paula L. (DOC)	account statements and deductions from 1/2005-6/2012		3 Closed	In Unit	36		4.3
12-22312	Wells	Rayne	Offender	819131	10/10/2012	Peterson, Terrina D. (DOC)	any/all emails about him from OCC staff from 8/2012-present	3/7/2012	3 Closed	In Unit	25	144	
12-22313	Wells	Rayne	Offender	819131	10/10/2012	Peterson, Terrina D. (DOC)	any/all docs. regarding i/m's complaints about reading lamps, tv shows, i/m betterment fund use of money for tv @ OCC for past year	12/12/2012	3 Closed	In Unit	110		
12-22314	Bitton	Jamey	Offender	744887	10/10/2012		FF	1/17/2013	3 Closed	In Unit	149	149	2.25
12-22315	Hankins	Foster	Citizen	351092	10/8/2012	DOC ES1 PDU	Benjamin Hankins 351092 drug tests between 8/1/12-9/12/12	10/24/2012	3 Closed	Out of Unit	24	24	
12-22316	Holmly	Linda	Attorney	312146	10/10/2012	Siverts, Jacqueline L. (DOC)	Kaden Marshall 312146 CF, FF, Liberty, hearings, chronos and legal face sheet	3/18/2013	3 Closed	In Unit	848	848	12
12-22317	Nedley	Lindsey	Other Government Ag	816812	10/10/2012	DOC SRCJC PDU	Gina McConnell 816812 any/all police reports, chronos, behavioral records, compliance reports, and any training or programs completed	12/6/2012	3 Closed	Out of Unit	192	192	
12-22318	Lynch	Michael	Offender	779877	10/10/2012	Peterson, Terrina D. (DOC)	violations	10/10/2012	3 Closed	In Unit	6	6	1
12-22319	De Anda	Nona	Provider	892888	10/10/2012	Du Vall, Alan E. (DOC)	Daniel Ulin 892888 most recent TX recommendations		3 Closed	In Unit			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22310		No							Shawn Swenson	
12-22311		No		2.00					Neil Skenandore	2/28/13 Closed due to non-payment.
12-22312		No		1.00					Rayne Wells	
12-22313		No							Rayne Wells	
12-22314		No		2.25					Jamey Bitton	
12-22315		No							Foster Hankins	CD-3104
12-22316		No		12.00			Attorney General's Office		Linda Holmly	
12-22317		No		10.00			DSHS		Lindsey Nedley	CD-3113
12-22318		No		1.00					Michael Lynch	
12-22319		Yes					Olympic Personal Growth Center		Nona De Anda	OHR-16672, CD-3114

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22310	10/17/2012	10/17/2012		Photocopy	2012-10	12/21/2012	\$ 1.84	12/20/2012
12-22311	10/17/2012	10/17/2012			2012-10	11/27/2012		
12-22312	10/11/2012	10/17/2012		E-Mail	2012-10	3/7/2013		
12-22313	10/10/2012	10/17/2012		Photocopy	2012-10	1/13/2013	\$ 27.65	
12-22314	10/11/2012	10/17/2012		Photocopy	2012-10	1/17/2013	\$ 35.45	1/10/2013
12-22315	10/22/2012	10/15/2012			2012-10	10/15/2012		
12-22316	10/12/2012	10/17/2012		Compact Disk	2012-10	3/20/2013		
12-22317	10/10/2012	10/17/2012		Photocopy	2012-10	10/17/2012	\$ 41.10	12/6/2012
12-22318	10/10/2012	10/17/2012			2012-10			
12-22319	10/10/2012	10/17/2012			2012-10	10/17/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22310	12/3/2012 Cost letter sent. Responsive documents sent out on 12/27/2012. Additional documents (17 pages) received from MCC, sent to Mr. Swenson at no charge.		1.25
12-22311	RS to Inmate Acct. Records received and saved in outlook. \$\$Cost letter due 11/27/12\$\$ 10/26/12 Mailed \$ letter Number of Pages 36 x .20 \$7.20 Postage + \$1.90 Total Cost \$9.10 Records have been reviewed. There are no redactions.	0.30	
12-22312	10/10/12 Initial ResponseRouting11/26/12rec'd documents 12/12/12PDC did not ask the entire facility for emailssent cost letter for 1st install 25 pgsasked PDC to check with the rest of the staff 12/27/12records emailed per requestor 2/12/13 - 2.5review records (2nd install)on D/J task for ?'s on pgs 8; 11; 49; 52 2/13/13 - .50Enjoinment Letters sent (due 2/28/13)Extension Letter Sent 3/7/13 - 1Denial Form/records emailedFile Closed		
12-22313	10/10/12 Initial responseRouting Slip12/12/12Cost letter mailed 12/21/2012Letter from requestor rec'd, he no longer wants the records		
12-22314	10/11/12 Emailed litaltterRequested Archived Central File12/14/12Placed responsive docs on 2nd eyes.Informed requestor of erroneous docs in file. 12/17/12 Emailed cost letter. 1/17/13Mailed responsive docs.- Closed.		2.25
12-22315	E-mailed 24 pages of requested documents to requestor on 10/24/12.	1.00	
12-22316	1. Received request 10-10-12 2. Routed request for items 1, 2, and 6 to Statewide Records and WCC. 10-12-12 3. Initial e-mail sent 10-12-12 4. First installment e-mailed. 12-11-12 5. Second installment sent on CD by US Mail. 02-05-13 6. Third and final installment sent. Audio CD by US Mail. 03-18-13	0.50	11.50
12-22317	Assigned to Levy Vidal		
12-22318	10/10/12 Initial response/final6 pages provided		
12-22319	Sent initial clarification letter on 10/10/2012. 12/15/2012 Recieved response, requester sent request to wrong agency and wished to close request.		0.75

PD LOG #	Requested Items	To Do Date	To Do Status
12-22310	1) The August 30, 2010 memo from Chief of Security , Sean Murphy regarding monthly packages that was sent to property and mailroom staff. 2) Any DOC memos, letter or documents from 2009 until the present that authorize families or friends of WA. State inmates to purchase property items (typewriters, or musical instruments etc.. for inmates from vendors other than Access. 3) Any DOC memos, letters or documents from 2009 until the present that forbid families or friends of inmates to purchase property items as discussed, identified in question #2.		Initial
12-22311	1. Your inmate account statements from January, 2005 through May, 2012.		Initial
12-22312	All emails regarding Rayne Wells to or from any staff member at OCC from August 1, 2012 to October 10, 2012	2/28/2013	Waiting-Enjoinment
12-22313	1. Any and all records that show complaints of inmates regarding use of reading lamps at night at Olympic Corrections Center since October 10, 2011 2. Any and all records that show complaints of staff or inmates at Olympic Corrections Center regarding television shows on any channel since October 10, 2011 3. Any and all records pertaining to the Olympic Corrections Center Inmate Betterment Fund's use of money to pay cable fees and what the package of pre-approved channels are since January 1, 2012	11/14/2012	Waiting-Enjoinment
12-22314	1. A copy of the (Jamey Bitton, #744887) central file.	1/17/2013	Other
12-22315			Initial
12-22316	1. Central file 2. Field file 3. Liberty records 4. OMNI-Chronos 5. OMNI-Legal face sheet 6. Hearings Unit records and hearings tapes for any sanction hearings conducted by the Hearings Unit related to Kaden Marshall #312146.		Initial
12-22317			Initial
12-22318	All Violations		Initial
12-22319			Other

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-22320	Hailey	Oddie	Other Government Ag	633163	10/10/2012	Skewis, Erin K. (DOC)	Gene Combs 633163 past behavior; gang activity, enemies, disciplinary, escapes, arsons, sex crimes	10/19/2012	3 Closed	In Unit	351	351	13
12-22321	Kally	Sakilyne	Law Enforcement	115842	10/10/2012	Schawe, Gaylene R. (DOC)	Hugo Esparza 115842 any records on him	10/22/2012	3 Closed	In Unit	10		
12-22322	Newbury	Carrie	Other Government Ag	340060	10/10/2012	DOC SRCJC PDU	Ryan Nelson 340060 drug/alcohol, medical, or mental health info	10/12/2010	3 Closed	Out of Unit			
12-22323	Newbury	Carrie	Other Government Ag	342803	10/10/2012	DOC SRCJC PDU	Veronica Nelson 342803 drug/alcohol, medical and mental health info	10/19/2012	3 Closed	Out of Unit			
12-22324	Drum	Patrick	Offender	784289	10/11/2012	Peterson, Terrina D. (DOC)	names and DOC #'s or ad-seg docs. of all i/m' s from 8 wing @ WSP	10/15/2012	3 Closed	In Unit			
12-22325	Smith	Scott	Offender	278891	11/6/2012	Shamberg, Virginia B. (DOC)	postage transfers for 3-9/2012	12/7/2013	3 Closed	In Unit	169		
12-22326	Nickerson	Kristofer	Offender	329157	10/11/2012	Siverts, Jacqueline L. (DOC)	law firm that represented him in cause # 14766416	12/5/2012	3 Closed	In Unit			1
12-22327	Wood	Randolph	Offender	898389	10/11/2012	DOC WCC PDU	hearing tapes for 502-633 on 7/30/12 and 509 on 9/14/12, surveillance from 7/25/12, 8/29/12, and 9/7/12		0 New	Out of Unit			
12-22328	Kelly	Timothy	Offender	858308	10/11/2012	Terrell, Paula L. (DOC)	receipt and invoice for Sony CD player and property matrix for 8/1/08	12/12/2012	3 Closed	In Unit	2	2	3

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-22320		No		10.00			CA DOC		Oddie Hailey	1. I will request that the ISRB file be ordered from the State Records Center - Robin Riley 10-11-12. 2. Sent copy of ISRB file on compact disc to PDU in PM Campus Mail. Robin Riley 10-18-2012
12-22321		No					King Co. Sheriff's Office		Sakilyne Kally	1. I will request that the ISRB file be ordered from the State Records Center. Robin Riley 10-11-12 Sending copy of ISRB file on CD to PDU on 10-18-2012 PM Campus Mail. Robin Riley
12-22322		No					Attorney General of WA		Carrie Newbury	OHR-16685, CD-3119
12-22323		No					Attorney General of WA		Carrie Newbury	OHR-16686, CD-3120
12-22324		No							Patrick Drum	
12-22325		No							Scott Smith	
12-22326		No		1.00					Kristofer Nickerson	
12-22327		No							Randolph Wood	
12-22328		No		2.00					Timothy Kelly	12/12/12 file placed in bin to be filed.

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-22320	10/17/2012	10/17/2012			2012-10			
12-22321	10/11/2012	10/17/2012			2012-10			
12-22322	10/11/2012	10/17/2012			2012-10	10/17/2012		
12-22323	10/11/2012	10/17/2012			2012-10	10/17/2012		
12-22324	10/15/2012	10/18/2012			2012-10	11/16/2012		
12-22325	11/14/2012	11/14/2012		Photocopy	2012-11	12/14/2012	\$ 39.45	
12-22326	10/15/2012	10/18/2012			2012-10	12/10/2012		
12-22327		10/18/2012			2012-10	10/18/2012		
12-22328	10/18/2012	10/18/2012		Photocopy	2012-10	12/4/2012	\$ 0.85	11/26/2012

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-22320	<p>checked OMNI, little to no information, no movements, no liberty, no crime info. I checked DT04 and there is a barcode for a CF, requested CF Checked DISCIS and he isn't in there at all. Also, there is a barcode for an ISRB file; sent RS To Robin Riley</p> <p>10/16/12 - Rec'd CF, scanned</p> <p>10/17/12 - CF is too large to send via email. I emailed the 5day ltr to requester and asked for mailing address so I can send the CD.</p> <p>10/18/12 - Rec'd address; mailed records on CD w/ denial. Next Due 11/30/12</p> <p>10/19/12 - Rec'd ISRB file; Emailed the file to request w/ denial and final letter</p>	3.00	10.00
12-22321	<p>10/11/12 sent 1 page via email of the OMNI screen. waiting for Robin Riley to send ISRB. DOC CF has been destroyed. 10/18/12 I haven't received the file yet. 10/22/12 emailed 22 pages. Request is closed.</p>		1.00
12-22322	<p>Assigned to Lorie Price</p> <p>Requestor did not need any documentation from Records</p>		
12-22323	Assigned to Tammy Larson		
12-22324	<p>10/15/201 Initial Response/Clarification 11/28/2012 no clarification rec'd request closed</p>		
12-22325	<p>Workflow sent to Tina Coleman. 11/21/2012 Cost letter sent.</p> <p>CLOSED/PAST 30 DAYS.</p>	7.00	1.75
12-22326	<p>1. Received initial request. 10-11-12 2. Routed request to CRCC PDU due 11-06-12. 10-15-12 3. Sent initial letter. 10-15-12 4. No records responsive from CRCC PDU. No records letter sent to requestor. 12-05-12</p>	0.25	0.75
12-22327			
12-22328	<p>RS to SCCC No responsive records. HQ inmates accts Received and saved in Outlook.</p> <p>Cost letter due 12/4/12</p> <p>11/9/12 Cost letter mailed</p> <p>Number of Pages 2 x .20 \$0.40 Postage + \$0.45 Total Cost \$0.85</p> <p>Records have been reviewed. There are no redactions. 12/12/12 records mailed. 12/27/12 received letter 1/4/13 responded to letter</p>		

PD LOG #	Requested Items	To Do Date	To Do Status
12-22320			Initial
12-22321	Court records re Burlary 2 charge for Esparanza, Hugo #115852		Initial
12-22322			Initial
12-22323			Initial
12-22324	Names and DOC #'s or Administrative Segregation Documents of all inmates placed on Administrative Segregation in Washington State Penitentiary from 8 wing closed custody.	11/16/2012	Other
12-22325	You have requested disclosure of the additional postage transfers February 2012 amounts were part of PDU-22439/new cost letter was sent out on November 8, 2012. March 2012 \$1.50 \$1.70 \$2.30 \$2.50 \$3.10. April 2012 \$1.25 \$1.50 \$1.70 \$1.77 \$5.20 \$5.25 May 2012 \$1.50 \$1.90 June 2012 \$2.10 July 2012 \$1.70 \$2.70 \$5.30 August 2012 \$1.10 \$1.30 \$1.90 \$2.10 \$2.30 September 2012 \$1.50 \$1.70 \$2.12		Initial
12-22326	The name and contact information for the lawyer and/or law firm representing Kristofer Nickerson #329157 for Kitsap County District court #14766416.		Initial
12-22327	Initial response sent 10/17/12. Cost due 11/26/12		Initial
12-22328	1. Receipt, invoice and serial number for the Sony CD player you purchased at Stafford Creek Corrections Center; 2. A copy of your property matrix dated August 1, 2008.		Initial